

**KITTERY TOWN CODE APPENDIX A – FEE SCHEDULES**

**Purpose:** Fees established for permitting, licensing, services, application, appeal, or the like, ordained in any title of the Town Code, are to be set in a corresponding fee schedule authorized by resolution of the Town Council and appended as required by Section 1.3.4 of Title 1 of the Town Code. This appendix fulfills that requirement.

**Authority:** The Town Council enacts revisions to these schedules, in exercise of powers and functions which the Legislature has conferred upon it, which are not denied either expressly or by clear implication, and in exercise of powers and functions granted to the municipality by the Constitution of Maine, general law or charter. The Council is authorized to enact ordinances, as specified in Section 2.07 (3) of the Town Charter and 30-A M.R.S. §3001, pursuant to its powers that authorize the town, under certain circumstances, to provide for public health, welfare and safety.

**Applicant Service Accounts (ASA):** Pursuant to Town Code Title 3, Chapter 3.3, applicants requesting appeals, approvals, licenses, or permits, which involve services as listed therein, are required to establish an ASA when the expense threshold is greater than \$250.00 with the Town Treasurer used to pay other direct costs necessary to complete the application process, not including application fees as shown in this Appendix.

**Schedules:****SCHEDULE 4. BOARD OF ASSESSMENT REVIEW APPEAL**

|                                       |          |
|---------------------------------------|----------|
| Board of Assessment Appeal Review Fee | \$100.00 |
|---------------------------------------|----------|

**SCHEDULE 5. BUSINESS LICENSES****Chapter 5.1 AMUSEMENT DEVICES**

|  |         |
|--|---------|
| 1. One to three machines                                     | \$50.00 |
| 2. Four or more machines (per machine above the first three) | \$50.00 |

**Chapter 5.2 SPECIAL AMUSEMENT PERMITS**

|                           |         |
|---------------------------|---------|
| Special amusement permits | \$20.00 |
|---------------------------|---------|

**Chapter 5.3 FOOD SERVICE ESTABLISHMENTS**

|   |          |
|---|----------|
| 1. Victualers, innkeepers and lodging house initial fee | \$50.00. |
| 2. Renewal fee  | \$25.00  |

**Chapter 5.5 MESSAGE ESTABLISHMENTS**

|                                      |         |
|--------------------------------------|---------|
| 1. Therapeutic massage establishment | \$50.00 |
| 2. Therapeutic massager              | \$10.00 |

**Chapter 5.6 MOBILE FOOD-VENDING UNITS**

|   |         |
|---|---------|
| Lunch wagon, mobile unit, or roving diner | \$50.00 |
|---|---------|

**Chapter 5.8 TAXICABS**

|                             |          |
|-----------------------------|----------|
| 1. Taxicab business license | \$100.00 |
| 2. Taxicab vehicle license  | \$10.00  |

|                                  |          |
|----------------------------------|----------|
| 3. Taxicab operator license      | \$10.00  |
| G. Closing out of business sales | \$100.00 |

**SCHEDULE 8. HEALTH and SAFETY****Chapter 8.1 SOLID WASTE COLLECTION and DISPOSAL****Article II. Requirements****Resource Recovery Facility Disposal Fee Schedule****8.2.2.1 Resource Recovery**

As shown in Attachment 1

**Article III. Deposit Permit**

|  |                |
|--|----------------|
| Replacement sticker permit   | \$10.00 except |
| there will be no charge if the applicant submits sufficient remnants of the old sticker, or proof that the loss was not due to the applicant's negligence. |                |

**Article IV. Commercial Disposal Service**

Hauler license fee

| <b>Class</b> | <b>Description</b>   | <b>Fee</b> |
|--------------|--|------------|
| A.           | Any size, any materials, tipping outside, and with no cost to, the town.   | \$200.00   |
| B.           | Household waste and recyclables, Large, tipping at the collection facility.<br>For haulers providing service to more than 25 residents or businesses.              | \$100.00   |
| C.           | Household waste and recyclables, Small, tipping at the collection facility.<br>For haulers providing service to 25 or fewer residents or businesses.               | \$50.00    |
| D.           | Landfill, reuse, and recoverable materials.<br>For haulers providing service to residents or businesses delivering to the recovery facility, and paying user fees. | \$50.00    |
| E.           | Solid waste facility combination, Large<br>For haulers providing all disposal services to more than 25 residents or businesses.                                    | \$125.00   |
| F.           | Solid waste facility combination, Small<br>For haulers providing all disposal services to 25 or fewer residents or businesses.                                     | \$75.00    |
| G.           | Business-generated bulk salable paper goods.<br>For baling facility direct drop, any size.   | Free       |

**SCHEDULE 10. VEHICLES and TRAFFIC****Chapter 10.3 STOPPING, STANDING and PARKING****10.3.11 Towing.**

|   |          |
|---|----------|
| Between seven a.m. and five p.m., Monday through Friday | \$85.00  |
| All other times   | \$100.00 |
| Additional charge if "dolly" has to be used             | \$15.00  |

|   |         |
|---|---------|
| Maximum charge for any dry run where a vehicle is not towed           | \$40.00 |
| Motorcycle, extra charge  | \$15.00 |
| First 24 hours of storage (unless towed due to snow removal)          | \$0.00  |
| Charge if vehicle has to be unlocked                                  | \$0.00  |
| Charge if transmission has to be unlocked from underneath the vehicle | \$0.00  |
| Additional charge for any unusual circumstances                       | \$15.00 |

## **SCHEDULE 12. STREETS, SIDEWALKS and PUBLIC PLACES**

### **Chapter 12.1 EXCAVATIONS,**

Excavation Permit Fees (per square yard)

| <b>Surface Condition</b> | <b>First 25 square yards</b> | <b>Over 25 square yards</b> |
|--------------------------|------------------------------|-----------------------------|
| Asphalt pavement         | \$10.00                      | \$8.00                      |
| Portland concrete        | \$12.00                      | \$10.00                     |
| Gravel                   | \$1.00                       | \$0.80                      |
| Lawn grass               | \$3.00                       | \$2.75                      |
| Field grass slopes       | \$1.00                       | \$0.80                      |
| Unimproved areas         | \$0.50                       | \$0.35                      |

### **Chapter 12.6 SHELLFISH, Shellfish License Fees**

|  |         |
|--|---------|
| Resident recreational                          | \$15.00 |
| Residents 70 and over (limited to 15 licenses) | Free    |
| Nonresident recreational                       | \$30.00 |

## **SCHEDULE 13. PUBLIC SERVICES**

### **Chapter 13.1 SEWER SERVICE SYSTEM**

#### **Article I. In General**

Rates and charges: Quarterly Usage

|   |         |
|---|---------|
| 1. First 1,000 cubic feet or fraction thereof         | \$75.00 |
| 2. Per one hundred cubic feet in excess of 1,500 feet | \$5.00  |

#### **Article III. Building Sewers and Connections**

Building sewer permit fees:

|                              |         |
|------------------------------|---------|
| 1. Residential or commercial | \$15.00 |
| 2. Industrial                | \$15.00 |

#### **Article IV. Main Extensions**

|                                   |            |
|-----------------------------------|------------|
| Special sewer entrance permit fee | \$2,500.00 |
|-----------------------------------|------------|

#### **Article V. Private Sewage Disposal**

|  |                   |
|--|-------------------|
| Private sewage disposal system permit and inspection fee   | \$10.00           |
| Private sewage treatment facility after-hours labor charge<br>( three-hour minimum labor charge) | \$25.00 per hour  |
| Septic tank contents discharge rate  | \$0.10 per gallon |
| Holding tank contents discharge rate   | \$0.15 per gallon |

**SCHEDULE 15. BUILDINGS and CONSTRUCTION****Chapter 15.2 PLUMBING and SEPTIC SYSTEM PERMIT FEES****15.2.2 Plumbing Permit Fees.**

|   |                    |
|---|--------------------|
| Administrative fee for all permits  | \$25.00 plus       |
| Minimum fixture fee   | \$24.00            |
| Fixture fee   | \$6.00 per fixture |
| Re-inspection fee   | \$20.00            |
| New water distribution and/or drainage pipes installation<br>or relocation, but no fixtures installed   | \$24.00            |
| Hook-up fee for connection of a mobile home which bears the<br>Housing and Urban Development (HUD) seal or a<br>modular home which bears the Manufactured Housing<br>Board seal to a building sewer | \$24.00            |
| Hook-up fee for connection to a public sewer when<br>piping is installed beyond the jurisdiction of the sanitary district   | \$24.00            |
| Permit transfer fee   | \$6.00             |

## Subsurface wastewater disposal system fees:

|  |              |
|--|--------------|
| State Surcharge                                    | \$15.00      |
| Complete systems:                                  |              |
| Administrative fee for all permits                 | \$50.00 plus |
| Engineered system                                  | \$200.00     |
| Non-engineered system                              | \$100.00     |
| Primitive system (includes one alternative toilet) | \$100.00     |
| Separate laundry disposal field                    | \$35.00      |
| Seasonal conversion permit                         | \$50.00      |
| Variance   | \$20.00      |

## System components (installed separately):

|  |          |
|--|----------|
| Alternative toilet (only)              | \$50.00  |
| Disposal field (engineered system)     | \$150.00 |
| Disposal field (non-engineered system) | \$75.00  |
| Treatment tank (non-engineered system) | \$50.00  |
| Treatment tank (engineered system)     | \$80.00  |
| Holding tank                           | \$100.00 |
| Septic System                          | \$30.00  |
| Variance                               | \$20.00  |

**Chapter 15.3 FLOODPLAIN MANAGEMENT****15.3.6 Application Fee and Expert's Fee.**

|   |  |
|---|--|
| Flood hazard development permit application fee | \$1.00 per \$1,000.00<br>valuation of the<br>development |
|---|--|

**SCHEDULE 16 LAND USE AND DEVELOPMENT FEES**

**Chapter 16.5 BUILDING/REGULATED ACTIVITY PERMITS****16.5.3 Application.****16.5.3.3 Fee.****Building/Regulated Activity Fees**

|  |                    |                            |
|--|--------------------|----------------------------|
| Per application  |                    | \$25.00 plus \$12/\$1,000  |
| Commercial/industrial and larger than two-family dwellings |                    | \$100.00 plus \$15/\$1,000 |
| Re-inspection for a failed inspection                      |                    | \$50.00                    |
| Structure demolition                                       |                    | \$20.00                    |
| Stop work order removal                                    |                    | \$125.00                   |
| Building permit amendments                                 | (Value of Change)* | \$12 or \$15.00/\$1,000    |
| After the fact Building Permits                            |                    | Double Fee                 |

For maintenance activities to existing residential property including, but not limited to, repairs to roof, siding, painting, chimney etc., the town will waive the \$12/\$1,000 fee up to the first \$10,000 of the cost of the project. An application is required to be filed for work under the waiver at the \$25 application fee.

\*Note: does not apply on maintenance projects and /or permits remaining under an initial \$10,000 value of work.

**EXAMPLE:** Building/regulated activity permit fee for a new \$148,000 house:

|  |  |            |
|--|--|------------|
| Base application fee                         | \$25.00 plus $(\$148,000/\$1,000) \times \$12$ | \$1,776.00 |
| Total building/regulated activity permit fee | \$ 1,801.00                                    |            |

Maintenance Permit Example #1: Roofing repairs = \$15,000.

Application fee = \$25.00 plus  $(\$15,000 - \$10,000) \$5,000 \text{ cost or } 5 \times 12 = \$60$  for a total cost of \$85.00.

Maintenance Permit Example #2: Chimney repairs = \$10,750.

Application fee = \$25.00 only and fee is pro-rated on \$750 (\$9.00) for a total of \$34.00 (fee is pro-rated on any \$1,000 over the waiver amount).

**Note 1:** The value of work is based on the fair market value of the improvements as determined by the Code Enforcement Officer. Any work costing over a \$10,000 is pro-rated to the even \$100 of cost for permitting purposes.

**Note 2:** Building/regulated activity permit fees do not include fees for the following:

- Internal plumbing inspection (per fixture fee)
- External plumbing inspection (per septic system fee)
- Town electrical inspection (\$25.00 per inspection)
- State electrical inspection (per fixture fee)
- Sewer impact fees (\$2,000 per unit)
- Public safety impact fee
- Development exaction fee

**Chapter 16.6 DECISION APPEAL, VARIANCE and OTHER REQUESTS****16.6.5 Board of Appeals Appeal/Request Filing Procedures.****16.6.5.13 Fees.****Board of Appeals Application Fees**

|  |          |
|--|----------|
| Administrative Decision Appeal Request | \$50.00  |
| Variance Request                       | \$100.00 |
| Miscellaneous Variation Request        | \$100.00 |
| Special Exception Use Request          | \$150.00 |

**Chapter 16.8 DESIGN and PERFORMANCE STANDARDS – BUILT ENVIRONMENT****Article X. Signs****16.8.10.11 Sign Permit Application Procedures.**

|   |  |
|---|--|
| Sign permit fee per sign  | \$100.00                                     |
| Replacement decals  | \$25.00                                      |
| Temporary Sign  | \$25.00                                      |
| Annual permit fee, signboards and/or products, Kittery Foreside | \$25.00 for the full year or portion thereof |

**Article XIX. Sprinkler Systems****16.8.19.4 Fees and Fines.**

|                             |          |
|-----------------------------|----------|
| Sprinkler system permit fee | \$100.00 |
|-----------------------------|----------|

**Chapter 16.9 DESIGN and PERFORMANCE STANDARDS - NATURAL ENVIRONMENT****Article III. Conservation of Wetlands Including Vernal Pools****16.9.3.6 Procedures for the Wetlands Alteration Application.**

|                                    |                        |
|------------------------------------|------------------------|
| For altered or filled wetland area | \$4.00 per square foot |
|------------------------------------|------------------------|

**Article VI. Overboard Discharge Systems****16.9.6.3.1 Application for Permit—Fee.**

|                 |          |
|-----------------|----------|
| Application fee | \$100.00 |
| Issuance fee    | \$50.00  |

**16.10.5.1.7 Submission Contents Complete.****Planning Board Application Fees**

|  |  |
|--|--|
| Subdivision Plan – Sketch Review                                 | \$200.00   |
| Subdivision Plan Review  | \$500.00 plus<br>\$50.00/lot or dwelling unit  |
| Modification to an approved subdivision plan                     | \$300.00 Flat Fee  |
| Site plan review   | \$300.00 plus<br>The greater of: \$50.00/use or unit; \$5.00/100 sq. ft. of gross floor area; \$0.50/linear foot of dock, slip and float; or \$20.00/unit intended to provide overnight sleeping accommodations  |
| Major Modification to an approved site plan                      | \$30000 plus<br>The greater of: \$50.00/additional use or unit; \$5.00/additional 100 sq. ft. of gross floor area; \$0.50/linear foot of additional dock, slip and float; or \$20.00/additional unit intended to provide overnight sleeping accommodations |
| New commercial or business use change                            | \$100.00   |
| Minor modification to an approved site or project plan           | \$100.00   |
| Private right-of-way plan review                                 | \$300.00   |
| Wireless communication services facility plan review             | \$1,500.00   |
| Wireless communication services facility co-location plan review | \$1,000.00   |

|                                     |          |
|-------------------------------------|----------|
| Accessory dwelling unit plan review | \$100.00 |
| Zone or Code text change            | \$300.00 |

**Note 1:** Where an application fits more than one category, the higher application fee applies.

**Note 2:** For the purposes of this fee schedule, the term "gross floor area" means the total area of a building measured by taking the outside dimensions of the building(s) at each floor level intended for occupancy or storage. "Docks" are measured beginning from the mean low-water mark.

**Impact Fees included herein for reference only.**

**Chapter 13.2 SEWER IMPACT FEE**

**13.2.1 Sewer Impact Fee.**

**13.2.1.6 Fee Determination and Appeal**

A. The sewer impact fee due and payable by the property owner is to be calculated and determined by the enforcing officer. If the property owner is aggrieved by the determination of the enforcing officer, a written appeal may be filed with the Town Manager within ten (10) days from the date of notification of such determination by the enforcing officer. The written appeal must set forth a concise statement of the grounds upon which the property owner contends that the determination by the enforcing officer is in error.

**Chapter 13.3 PUBLIC SAFETY IMPACT FEE**

**13.3.1 Authority.**

**13.3.3.1 Determination of Impact Fee.**

The amount of the fee provided herein, is reasonably related to the improvement's share of the cost, where the construction cost, as shown in the application for the building permit exceeds the sum of one hundred thousand dollars (\$100,000).

1. The impact fee assessed is calculated by the CEO at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000) of the cost of improvements in excess of one hundred thousand dollars (\$100,000).
2. The first \$100,000 of the cost of the improvements, as determined herein, is exempted from this impact fee.
3. The following formula is to be used to determine the impact fee: Cost of the improvements less \$100,000 X .005 = Impact Fee.

**Chapter 16.7 GENERAL DEVELOPMENT REQUIREMENTS**

**Article VII. Development Exaction**

**16.7.7.2 Impact Fees.**

Impact fees, and other like development exactions must be required by the Planning Board, when all legal requirements have been fulfilled in accordance with 30-A M.R.S. §4961-A (e.g., Sewer Connection Fees).

**ATTACHMENT 1 - RESOURCE RECOVERY FACILITY DISPOSAL FEE SCHEDULE**

| Item Classification Description                               | Fee     | Item Classification Description                   | Fee     |
|---|---------|---|---------|
| <b>White goods</b>  |         | <b>Oil or latex paints, stains, solvents</b>      |         |
| Refrigerator or Freezer                                       | \$15.00 | Gallon container                                  | \$3.00  |
| Air Conditioner   | \$15.00 | Quart container                                   | \$1.00  |
| De-Humidifier   | \$15.00 | Less than a quart                                 | \$1.00  |
| Stoves & Microwaves   | \$5.00  | <b>Motor oil &amp; antifreeze</b>                 |         |
| Washers & Dryers  | \$5.00  | One gallon  | \$1.00  |
| Dishwashers   | \$5.00  | < one gallon                                      | \$1.00  |
| Hot Water Tanks & Furnaces                                    | \$5.00  | Waste oil (5 GAL MAXIMUM) / Gallon                | \$1.00  |
| <b>Tires</b>  |         | <b>Propane tanks</b>                              |         |
| Motorcycle, bicycle, others small than automobile without rim | \$1.00  | 20# (gas grill size)                              | \$2.00  |
| Motorcycle, bicycle, others small than automobile with rim    | \$1.00  | Over 20#  | \$20.00 |
| Car/Pickup Tires 16½" or less                                 | \$3.00  | <b>Universal &amp; electronic waste</b>           |         |
| Car/Pickup Tires > 17"  | \$4.00  | Monitors  | \$5.00  |
| Car/Pickup Tires on Rims                                      | \$6.00  | CPU'S (Desktops & Towers)                         | \$2.00  |
| Construction/Heavy Truck                                      | \$25.00 | Laptops & Notebooks                               | \$2.00  |
| Heavy Equip/Tractor Tires                                     | \$60.00 | Copiers, Printers, Scanners & Fax Machines (each) | \$5.00  |
| <b>Non-recoverable landfill, Rubbish</b>                      |         | Floor Models (of above)                           | \$25.00 |
| Bags/Barrels  | \$2.00  | Keyboard, Mouse (each), Computer Speakers (pair)  | \$1.00  |
| Bags w/ Household Trash & Recyclables                         | \$10.00 | TV - Up to 24"                                    | \$10.00 |
| Small Trailer / Pickup (4'x6')                                | \$45.00 | TV - 25" & Larger                                 | \$15.00 |
| Full Size Trailer / Pickup (5'x6') (5'x8')                    | \$60.00 | TV - Consoles & Cabinets                          | \$25.00 |
| Shingles, One Square (3 Bundles, Covers 10x10)                | \$10.00 | CD & DVD Players                                  | \$2.00  |
| Wood & barbecue ashes not to exceed 10 gallons                | \$2.00  | VCR's & Tape Decks                                | \$2.00  |
| <b>Non-recoverable landfill, Furnishings</b>                  |         | Amplifiers & Pre-Amps                             | \$2.00  |
| Mattress or Box Spring (each)                                 | \$10.00 | Receivers & Tuners                                | \$2.00  |
| Sofa  | \$10.00 | TV Tuners & Cable Boxes                           | \$2.00  |
| Sleeper/Sectional   | \$15.00 | Corded & Cordless Phones                          | \$2.00  |
| Stuffed Chair   | \$5.00  | Satellite Receivers & Dishes                      | \$2.00  |
| Recliner  | \$10.00 | Cabinet Speakers (each)                           | \$2.00  |



|  |         |                                |        |
|--|---------|--------------------------------|--------|
| Wooden Chair   | \$0.50  | Turntables & Combo Units       | \$2.00 |
| Bureau   | \$5.00  | Boom Boxes/Portable Radios     | \$2.00 |
| Table  | \$5.00  | Other not listed               | \$2.00 |
| Headboard/Footboard (each)   | \$1.00  | <b>Fluorescent lamps</b>       |        |
| Carpet (4x6)   | \$5.00  | < 4' straight lamps            | \$1.00 |
| Carpet (6x8)   | \$8.00  | 4' straight lamps              | \$1.00 |
| Carpet (8x10)  | \$10.00 | 8' straight lamps              | \$1.00 |
| <b>Recoverable materials</b>   |         | U-tubes, compact, circlines    | \$1.00 |
| Less than 1/2 cubic yard   | \$5.00  | HHD, HPS, LPS, Merc Vapor      | \$1.50 |
| 1/2 cubic yard to a maximum of 3 cubic yards                                       | \$10.00 | Metal Halide                   | \$1.50 |
| Ferrous metals   |         | Broken lamps                   | \$2.00 |
| Non-Ferrous metals   |         | Shatter shield cover guard     | \$1.50 |
| Natural wood waste   |         | <b>Lamp ballasts (Removed)</b> |        |
| Manufactured wood waste  |         | PCB ballast                    | \$3.00 |
| Inert materials free of rubbish and suitable for use as fill                       |         | Non-PCB ballast                | \$1.00 |
| Wallboard or drywall material  |         |                                |        |
| <b>Batteries</b>   |         |                                |        |
| Nickel   | \$1.00  |                                |        |
| Lead Acid  | \$1.00  |                                |        |
| Lithium  | \$1.00  |                                |        |
| Motor vehicle batteries  | \$1.00  |                                |        |
|  |         |                                |        |
| <b>Organic compost material free of other waste &amp; emptied by user.....FREE</b> |         |                                |        |