

TOWN OF GLENBURN FEES ORDINANCE

The Town of Glenburn hereby ordains that the following ordinance be enacted.

Section 1. Purpose

The purpose of this Ordinance is to create a mechanism for the Establishment of various fees to be charged by the Town of Glenburn.

Section 2. Fee Schedule

The fees to be charged by the Town of Glenburn shall be as set forth in a fee schedule to be adopted, or amended from time to time, by order of the Glenburn Town Council. A copy of the fee schedule shall be available from the Town Clerk.

Section 3. Applicability

This Ordinance, and any fee schedule adopted or amended Pursuant to this Ordinance, shall supersede any fees called for under any other ordinance of the Town of Glenburn, and shall apply to any applications, proceedings, permits, licenses, requests, or other matters that require payment of a fee after the date of adoption of the Ordinance.

(Adopted 5/20/04)

(Rev. 12/01/04)

(Rev. 11/08/07)

(Rev. 12/20/07)

Fee Schedule Amendments:

(Amended 05/20/10) Building Permit Fees-Fee for telecommunication towers added.

(Amended 11/18/10) Rental of Municipal Building Meeting Room-Waiver of fee for use to non profit and public service agencies.

(Amended 04/07/11) Office Fees Photocopies per page (single side) changed to \$0.25.

Added: Upon request, any resident may receive one free copy of any and all materials associated with a Public Hearing or vote.

(Amended 10/06/11) Construction/Demolition Site Permit Fees- Added: *Limit one punch card (Six loads, one card per year) per resident/taxpayer per year regardless of the number of properties that are owned by the resident/taxpayer.

(Amended 01/01/12) Lakeside Landing All fees repealed.

(Amended 01/12/12) Office Fees Copies of video tapes deleted. Copy of DVD (fee \$5.00) added

(Amended 03/07/13) Office Fees Deleted: Photocopies per page (single side) \$0.25

Added: Email received (per page/sheet) \$2.00

Added: Color photocopies per page (single side) \$0.75

Added: Black & white photocopies per page (single side) \$0.25

(Amended 10/09/14) Recreation Program Fees This entire section was added.

Planning Board/Code Enforcement Added: All Planning Board and Code Enforcement fees are non-refundable.

Planning Board/Code Enforcement Added: No Building Permit fee shall exceed \$400.00.

Office Fees Added: Copy or scan & electronic transfer (email) of public documents (per page/sheet) \$2.00

(Amended 11/20/14) Building Permit Fees

Added section Building Permit Fees for Third Party Inspected Structures

Added section Building Permit Fees for CED Inspected Structures with fee changes

Changed fee for structures less than 200 sq. ft. in Shoreland Zone

Changed Certificate of Occupancy (if required) to no fee

(Amended 02/26/15) Mobile Home Parks New or Expanded

Added: Mobile Home Park Yearly License Renewal Fee \$50.00

(Amended 03/12/15) Building Permit Fees Waiver of building permits for fire related rebuilding

Plumbing Permits (External & Internal) Waiver of plumbing permit fees for fire related rebuilding (State of Maine fees must be collected)

(Amended 11/05/15) Subdivision Fees: Wording amended only. No fees were changed.

Office Fees: Voter registration list and fee deleted. Voter registration disk and fee also deleted.

(Amended 04/21/16) Recreation Program Fees

(Amended 06/16/16) Notary Fees and Black & White Photocopies per page (single side)

(Amended 03/23/17) Recreation Program Fees

(Amended 02/18/21, effective 03/20/21) Office Fees: Fees deleted for copies, faxes, and emails (except for commitment book and CD taxes database copies). Photocopy fees limited to non residents only. Lakeside Landing Fees: Residents and Taxpayers (No fee), Non Residents...\$10.00 (limit of 15 non resident parking permits sold per day)

(Amended 09/16/21, effective 10/16/21) Recreation Program Fees: Delete all recreational program fees and add, "All rec fees will be reviewed by the Parks & Recreation Advisory Committee annually with the Parks & Recreation Director. Any proposed changes would then be discussed by the parks & rec director and the town manager prior to enactment."

(Amended 12/08/22, effective 01/08/23) Add, "Tires...\$4.00 per tire. *Limit 4 tires per load. No punch card required for tire disposal. No large truck or tractor tires, no commercial use tires."

TOWN OF GLENBURN MUNICIPAL SCHEDULE OF FEES

PLANNING BOARD/CODE ENFORCEMENT

All Planning Board and Code Enforcement Fees are Non-refundable

SUBDIVISION FEES:

Application Fee.....\$250.00
Lot/Dwelling Unit Fee.....\$250.00 Per lot or dwelling unit Public
Hearing(s).....all costs borne by applicant

MOBILE HOME PARKS NEW OR EXPANDED:

Mobile Home Park Fees.....Same as Subdivision Fees
Mobile Home Park Yearly License Renewal Fee.....\$50.00

BUILDING PERMIT FEES:

Structures of less than 200 sq. ft. *outside the Shoreland Zone* require a no-fee permit.

Structures of less than 200 sq. ft. within Shoreland Zoning.....20¢ sq. ft.
Example: 150 ft. structure (must be back 100’ from high water mark).....\$30.00

In the event of a fire, all building permit fees may be waived by the Town Treasurer, if the owner applies for a building permit to rebuild the structure within 12 months from the date of loss.

Building Permit Fees for Third Party Inspected Structures

Residential/Commercial, Unfinished (*Third Party Inspected*)..... 10¢ sq. ft.
Example: Garage, private or commercial...non-habitable
Foundation....non-habitable
Breezeway between house & garage....non-habitable
Warehouse....non-habitable

Residential/Commercial, Finished (*Third Party Inspected*)..... 20¢ sq. ft
(Finished = a habitable area)
Example: Single family or multi-unit dwelling...habitable
Warehouse Office Area....habitable
Daylight Basement.....habitable
Garage with living space over (rated sheetrock).....habitable

All Third Party Inspected Structures..... No Building Permit fee shall exceed \$400.00

Building Permit Fees for CEO Inspected Structures

Residential/Commercial, Unfinished (*CEO Inspected*).....20¢ sq. ft.

- Example: Garage, private or commercial...non-habitable
- Foundation....non-habitable
- Breezeway between house & garage....non-habitable
- Warehouse....non-habitable

Residential/Commercial, Finished (*CEO Inspected*).....30¢ sq. ft.
(Finished = a habitable area)

- Example: Single family or multi-unit dwelling....habitable
- Warehouse Office Area....habitable
- Daylight Basement.....habitable
- Garage with living space over (rated sheetrock).....habitable

Telecommunication Towers.....\$2.00 per ft. by height

Fee for Driveway Entrance Permits (off Local Roads).....\$20.00

PENALTIES for starting work without a permit:

Applies to new construction and renovations of over 300 sq. ft.

First Offense..... Double permit fee

Each Additional Offense..... Triple permit fee

Demolition Fee (applies to structures over 300 sq. ft.).....\$20.00

Supplemental Plumbing Inspections..... \$50.00

Plus \$20.00 each for repeat inspections and “no shows.”

Plumbing Permits (External & Internal).....Minimum fee as established by State plus \$20.00 for each repeat and “no-show” inspection.

In the event of fire, all Town of Glenburn plumbing permit fees may be waived by the Town Treasurer, if the owner applies for a plumbing permit within 12 months from the date of loss.

The Town of Glenburn must collect all State of Maine plumbing permit fees and forward those fees to the State of Maine in accordance with the Town of Glenburn’s generally accepted accounting practices.

Flood Hazard Development Permits..... \$50.00

Provides for minimum of two inspections with elevation verification, administrative time and travel.

Board of Appeals..... \$100.00

Plus \$15.00 per Board member who attends any site visit. (Five members are on the Board). The appellant is responsible for cost of all required advertisements/public notices.

Items Requiring Planning Board Review/Approval..... \$100.00

Plus \$15.00 per Board member who attends any site visit. (Seven members are on the Board). The appellant is responsible for cost of all required advertisements/public notices.

Land Use Permits..... \$50.00**

**Plus \$30.00, if land in question is within a Shoreland Zone and not requiring a Flood Hazard Development Permit or Planning Board Review.

Certificate of Occupancy (if required)No fee

CONSTRUCTION/DEMOLITION SITE PERMIT FEES:

Resident/Taxpayer Punch Card (Six loads, one card per year)..... \$10.00 each

*Limit one punch card (Six loads, one card per year) per resident/taxpayer per year regardless of the number of properties that are owned by the resident/taxpayer.

Single Use Cards (each — after punch card is used up)..... \$5.00

Large Loads (Greater capacity than full sized pick-up)..... \$350.00 each

Additional fee- Certification by CEO.....\$35.00

Tires*.....\$4.00 per tire

*Limit 4 tires per load. No punch card required for tire disposal. No large truck or tractor tires, no commercial use tires.

CEMETERY FEES:

Sale of Lot per grave (Resident)..... \$200.00 Sale

of Lot per grave (non-resident)..... \$500.00

Perpetual Care per grave \$200.00

RECREATION PROGRAM FEES:

All rec fees will be reviewed by the Parks & Recreation Advisory Committee annually with the Parks & Recreation Director. Any proposed changes would then be discussed by the parks & rec director and the town manager prior to enactment.

LAKESIDE LANDING PARKING FEES:

All permits are valid from January 1st to December 31st of each year.

Residents and Taxpayers (No fee).....\$00.00

Non Residents (limit of 15 non resident parking permits sold per day).....\$10.00 per vehicle per day
Special Events.....\$50.00

OFFICE FEES:

Commitment Book.....\$95.00 CD

Taxes Database.....\$50.00

*Notary Fee..... \$2.00 each signature

Color photocopies per page (single side) *Fee applies to non residents only*.....\$0.75

**Black & White Photocopies per page (single side) *Fee applies to non residents only*.... .. \$0.25

Upon request, any resident may receive one free copy of any and all materials associated with a Public Hearing or vote.

Returned Checks.....\$40.00

Genealogical Search\$20.00 per hour

*The Town will waive the cost of performing notarial acts associated with the residency declaration forms required by the school.

RENTAL OF MUNICIPAL BUILDING MEETING ROOM\$40.00 (Plus \$30 refundable deposit) *Except that the Town Council or Town Manager may waive the entire fee for a non profit or public service agency that provides services to the Inhabitants of the Town of Glenburn*

ANIMAL CONTROL FEES:

Impoundment Fees.....**

**Payment of an impoundment fee of \$25 for each dog for first impoundment; \$50 for each dog for second impoundment; and \$75 for each dog for the third and subsequent impoundments. Payment of the impoundment fee shall be paid to the shelter operator who shall then forward the fee to the Town of Glenburn.

Cost of Board**

**As determined by the Bangor Humane Society for each day of impoundment from the date of impoundment.

Veterinarian Fees.....**

**Payment of the full cost of any shots and fees, which the animal may have received while impounded, to be paid to the shelter operator.

Dog License Fees.....**

** Per State Statute