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)
(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(Amended 01/01/12) Lakeside Landing All fees repealed.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 06/29/17) Added: *Lakeside Landing Park Permit Fees*

Amended 08/22/19, effective 09/22/19 **Recreation Program Fees**
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

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

LAKESIDE LANDING PARK PERMIT FEES:
All permits are valid from January 1st to December 31st of each year.
Residents & Glenburn taxpayers …………………………………………………………… $2.00
Guests of residents and taxpayers (temporary 7-day permit) ……………………… $2.00
Non-residents …………………………………………………………………………… $30.00
Special Events …………………………………………………………………………… $50.00

RECREATION PROGRAM FEES:
Field Hockey Basics 2-4th …………………………………………………………………. $25.00
Field Hockey 5-8th ………………………………………………………………………. $45.00
Soccer PreK-1st ………………………………………………………………………… $25.00
Soccer 2-6th ……………………………………………………………………………. $30.00
Flag Football K-1st ……………………………………………………………………… $25.00
Rec Basketball PreK-1st ………………………………………………………………… $25.00
Rec Basketball 2-6th …………………………………………………………………… $30.00
Travel Basketball 3-4th ………………………………………………………………… $65.00
Travel Basketball 5-8th ………………………………………………………………… $75.00
Cheering 3-6th …………………………………………………………………………… $25.00 Game Squad
Cheering 3-6th ……………………………………………………………………... $25.00 Competition Squad
Pre-K Baseball Ages 3-4 ………………………………………………………………… $25.00

Adult Basketball 18+ … $1.00 per night or $15.00 season pass or team fee of $100.00 for team of 5-7/15-18 game nights
Adult Volleyball.....team fee of $40.00 for team of 6-10/6 game nights
Exercises Classes 18+….Instructor Fees $5.00 per class if paid ahead; drop-in fees $8.00 per class
Hermon Mountain Ski 5-adult .............................................................Mountain Fees
Hermon Mountain Ski Bus ..............................................20.00 per 4 week session=$5.00 per trip
Ticket program(s)-Selling tickets to activities/parks (Funtown/Splashtown Combo Pass, etc.), Parks & Rec makes $1.00 per sale. This amount is regulated by MPRA and cannot be changed by the Town.
Summer camps by our dept .................$40.00 per player per week – 3-4 weeks/Mon-Thurs
Types - field hockey, soccer, basketball
Grades 2-6th
All pending volunteer staff & participation
Summer Rec Day Camp for Ages 5-12.......................Non-refundable Deposit $25.00
Weekly Fee Resident .................................................................$125.00
Weekly Non-Resident Fee ..........................................................$135.00
Resident Daily Fee .................................................................$40.00 (minimum of 3 days)
Non-resident Daily Fee.........................................................$45.00 (minimum of 3 days)
If residents pay the fees in full for the entire summer recreation/day camp by the Friday before the summer camp program starts, then for all 8 weeks=$925.00 + $25.00 deposit will equal $950.00 instead of the $1,025.00 resulting in a $75.00 discount if all the fees are paid prior to the start of the program.
In non-residents pay the fees in full for the entire summer recreation/day camp by the Friday before the summer camp program starts, then for all 8 weeks=$1,005.00 + $25.00 deposit will equal $1,030.00 instead of the $1,105.00 resulting in a $75.00 discount if all the fees are paid prior to the start of the program.
Late Fee.................................................................$10.00 after deadlines (if there is space available)
JR volunteer referee/score-table workers “Thank you” donation schedule in gift card form:

- 3-5 games=$15.00
- 6-10 games=$25.00
- 11-15 game=$50.00
- 16-20 games=$75.00
- 20+ games=$100.00 (max to be given)

Plus one snack/drink from concession per game.
JR concession volunteers with parent donation schedule to be given in gift card form:

- 10-15 hrs=$25.00
- 16-20 hrs=$50.00
- 20+ hrs=$75.00

All volunteers working at a game or recreation department sponsored event may also have one snack & drink per game or event.

Head coaches who take an online youth coach class in the sport they are interested in coaching and can show certification of passing the class and proof of payment may be reimbursed once per season.
Coach/Assistant Coaches: To encourage more volunteerism we will offer reimbursement of one player registration per rec team/sport season to an adult coaching if chosen after background check is run. Example: Basketball-if you coach two teams, one rec and one travel, your child can play for free on the rec team, and travel team registration will not be reimbursed; or if you have two children both playing on rec teams, one can play for free.

Adult Referees-$20.00 per game (soccer/rec basketball)
Adult Score table Workers-$15.00 per game
Adult Volleyball-$1.00 per person per night

**OFFICE FEES:**
Copy of DVD............................................................................................................. $5.00
Copy of Audio Cassette Tape.........................................................................................$5.00
Copy of Assessing Property Card.......................................................... $2.00 each side
Copy of Reduced Property Map Page................................................. $2.00 each side
Copy or scan & electronic transfer (email) of public documents (per Page/Sheet)........$ 2.00
Commitment Book........................................................................................................$95.00
CD Taxes Database....................................................................................................$50.00
Facsimile Received (per Page/Sheet) ...................................................... $ 2.00 each
*Notary Fee.....................................................................................................................$2.00 each signature
Email received (per page/sheet)......................................................................................$2.00
Color photocopies per page (single side).................................................................$0.75
**Black & White Photocopies per page (single side)..................................................$0.25

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

Return 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.

**The Town will waive the fee for photocopies for a copy of a tax bill when it is being used for the sole purpose of verifying Glenburn residency for the Glenburn School Department.

**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