

Town of Hollis
Office of the Select Board
34 Town Farm Road, Hollis, ME 04042
Phone: (207) 929-8552 Fax: (207) 929-3686
Web Address: www.hollismaine.org

John Rogala

Mary Hoffman

POLICY #10

SCHEDULE OF FEES

The following schedule of fees for the Town of Hollis have been adopted by the Select Board.

The Schedule of Fees will be reviewed and updated, as required, annually by the Select Board.

Town Hall/Town Clerk

Planning Board

Code Enforcement

Board of Appeals

Hollis Fire & Rescue Department

Cannabis Business Fees

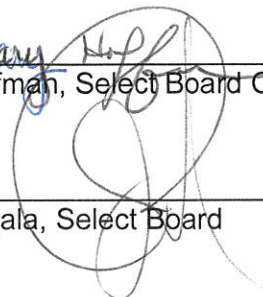
All applicants will be billed for any costs the Planning Board, Appeals Board and/or the Code Enforcement Office incurs for outside expenses and/or consulting fees utilized by Town Boards/Committees or Departments during the application or construction process.

Approved: 12/21/16

Last Amended: 10/18/23



Mary Hoffman, Select Board Chair



John Rogala, Select Board

TOWN HALL / TOWN CLERK

FREEDOM OF ACCESS AND OTHER DOCUMENT REQUESTS

- a. Photocopies will be assessed \$.10 per page (double sided) - B/W only;
- b. \$25.00 per hour will be charged for all research and compilation after the first 2 hours;
- c. A charge will be assessed to convert public records to a usable format;
- d. Any postal charges will also be added to the cost;
- e. If the estimated cost exceeds \$30.00, the requester must be notified before proceeding with the request; and,
- f. If the estimated cost exceeds \$100.00 or if the requester has previously failed to pay a FOAA fee, payment must be made in advance.
- g. Dog License fees - Set by state statute;
- h. Vital records – Set by state statute;
- i. Notary Services: Services provided when available - No fee charged to residents; \$5.00 per document for non-residents;
- j. Marriage Officiant Services: Services provided when available - \$25.00 fee;
- k. Refuse Hauler Permits: \$25.00 (required by Ecomaine due every January 1st)
- l. Special Amusement Permits: Set by Ordinance - \$100.00;
- m. Junkyard/Automobile Graveyard Permits & Renewals: \$50.00.

PLANNING BOARD

1. Initial applications to the Planning Board shall be accompanied by an initial Application Fee of \$250. This is a nonrefundable fee for all projects.
2. Applications for Conditional Use Permits, Shoreland Zoning Permits, and Site Reviews require an additional \$1,000 per application. Charges are for time, advertising, consultants, and other related expenses. If at any time the amount in the account drops below \$500, the Applicant shall provide additional funds to replenish the account with an amount at the discretion of the Select Board with a recommendation from the Planning Board based on anticipated expenses.
3. Applications for all Subdivisions require an additional \$2,000 per application, plus \$500 per lot. Charges are for time, advertising, consultants, and other related expenses. If at any time the amount in the account drops below \$1,000, the Applicant shall provide additional funds to replenish the account with an amount at the discretion of the Select Board with a recommendation from the Planning Board based on anticipated expenses.
4. Funds not used, with the exception of the \$250 initial Application fee, will be refunded to the applicant at the end of the process.
5. Where there is not a full application for a complete development, such as an amendment to an approval or a joint application with an abutting town, a reduced fee may be approved at the discretion of the Select Board with a recommendation from the Planning Board based on anticipated expenses.

Town of Hollis Building Permit Fee Schedule

Residential

New Construction – 1 Story Accessory Structure less than 100 sq. ft.	No Permit Required
Fences - 7 ft high or less.....	No Permit Required
Minimum Fee	\$75.00
New Construction: Living	Finished Area \$1.00 SF
New Construction: Non-Living.....	Finished Area \$0.50 SF
Garage, deck, basement, slab	Unfinished Area \$0.50 SF
Sheds	Unfinished Area \$0.50 SF
Manufactured Housing: (Modular or Mobile)	\$0.50 SF
Lean-to's (open sides/front)	\$50.00
Swimming Pools	\$75.00
Chimneys	\$25.00
Alterations... ..	\$0.50 SF
Solar Arrays – Rooftop & Ground Mount (Building & Electrical Permits Required)	\$0.50 SF
Additions to dwellings and other residential structures.....	Same as new construction
Demolitions-All Structures: (taxes need to be paid first)	\$50.00
Renewal Fee- expired permits	Minimal Fee

Commercial

Fences - 7 ft high or less.....	No Permit Required
Minimum Fee	\$100.00
Business/Institutional – (office, schools, church, professional, etc.)	\$1.50 SF
Mercantile/Commercial – (sales, service, stores, markets, etc.).....	\$1.50 SF
Industrial/Manufacturing – (processing, production, utilities, etc.)	\$1.50 SF
Storage/Utility – (Warehouse, mini-storage, lumber yard, parking garage, etc.).....	\$1.00 SF
Additions to commercial buildings.....	\$1.50 SF
Alterations of commercial buildings.....	\$1.00 SF
Fuel Tanks:	
A. Tanks for Storage of Gasoline, Diesel Fuel or Oil: 300 gal or over	\$50.00
B. Propane Tank in Excess of 300 Pounds.....	\$50.00
C. Removal of Tanks	\$50.00
Signs (per sign).....	\$50.00
Solar Farms (Building & Electrical Permits Required)	
A. Up to 9,999 kw.....	\$0.50 SF
B. Over 10,000 kw.....	\$0.25 SF
Kennels, Greenhouse, Pole-type Structures, (Storage Shed-type w/earth floor)	\$0.50 SF
Additional Antenna on Tower... ..	\$100.00
Renewal fee – expired permits... ..	Minimum Fee

**STRUCTURAL WORK COMMENCED PRIOR TO THE ISSUANCE OF PERMIT,
WILL BE CHARGED DOUBLE FEES.**

**Town of Hollis
Building Permit Fee Schedule (cont.)**

Electrical Permits

Residential \$75.00
Commercial State Permit Required

Plumbing Permits

Minimum Fee.....\$40.00
Fixture..... \$10.00
Permit Transfer..... \$10.00

Septic Permits

Non-Engineered System.....\$250.00 + \$15.00 DEP Fee
Replacement Disposal Field (other fees as per State Code)... \$150.00

Miscellaneous

Driveway – Road Commissioner approval or State Permit required before issuance..... \$50.00
Home Occupation.....\$75.00
Re-inspection Fee.....\$50.00
Stop work removal fee..... \$250.00

BOARD OF APPEALS

Applications to the Hollis Board of Appeals shall be accompanied by a fee of \$500. If the costs of the appeal process are higher than \$500, the applicant will be responsible for any additional costs.

Funds not used at the end of the process will be refunded to the applicant.

HOLLIS FIRE & RESCUE DEPARTMENT

Hollis Training Facility

The Hollis Training Facility is a concrete live fire structure training facility designed for conducting live fire training evaluations on a repetitive basis. The property is located at 405 Plains Road, Hollis, Maine 04042. The building is a two-story structure with one (1) burn room located in a connex box on the Charlie side, Bravo corner of the building. Hollis Fire Rescue coordinates building scheduling, user agreements, and fee administration to ensure equity, continuation of building use and maintenance. The last engineering study was completed in May of 2022, and demonstrated the continued safety and quality of the Hollis Training Facility. The usage agreement must be completed prior to use of the Hollis Facility. Fees will be assessed post use of the facility and due within 60 days of invoice. Any interested agency is welcome to tour the facility prior to scheduling.

Fees:

A.	Training Facility Usage (NO LIVE FIRE, NO PROPS)	\$135 PER DAY
B.	Training Facility Use with Props (NO LIVE FIRE)	\$235 PER DAY
C.	Live Fire (NO ADDITIONAL PROPS)	\$335 PER DAY
D.	Live Fire and Props	\$535 PER DAY

There is a \$100 discount for live fire training if the agency supplies ALL of their own fire materials of hay/stray and pallets.

Scheduling

The scheduling system for the Hollis Training Facility shall be on a first come, first serve basis. Currently, all scheduling is coordinated through Chief Young. Requests must be a minimum of seven (7) days in advance. Scheduling is preferred via email. Dates are considered tentative until confirmation is received AND a signed facility usage agreement is on file. Hollis Fire Rescue will try to support the schedule as much as possible, however some factors may necessitate cancellation of scheduled dates which may include, but not limited to building damage, building repairs, extreme weather, or other needs. The department will provide as much notice as possible and work with the agency to reschedule.

CANNABIS BUSINESSES FEE SCHEDULE

Effective: June 09, 2021

Application Fee (non-refundable): \$500.00

ANNUAL FEES

Cannabis Stores: \$5,000.00

Cannabis Products Manufacturing: \$2,500.00

Cannabis Testing Facilities: \$2,500.00

Medical Cannabis Cultivation: \$750.00

Adult Use Cannabis Cultivation:

a. Tier 1: 0-500 SF of mature plant canopy: \$1,000.00

b. Tier 2: 501-2000 SF of mature plant canopy: \$3,000.00

c. Tier 3: 2000-7000 SF of mature plant canopy: \$7,500.00

d. Tier 4: 7000-14,000 SF of mature plant canopy: \$10,000.00

e. Tier 4: 14,000-20,000 SF of mature plant canopy: \$15,000.00