Town of Hollis

**Office of the Select Board**

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David McCubrey 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, by the Select Board on January 1st of each year.

Town Hall/Town Clerk

Planning Board

Code Enforcement

Board of Appeals

Hollis Fire & Rescue Department

Marijuana 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: 06/02/2021, 10/20/2021

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David McCubrey, Select Board Chair

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John Rogala, Select Board

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Mary Hoffman, Select Board

**TOWN HALL/TOWN CLERK**

**FREEDOM OF ACCESS AND OTHER DOCUMENT REQUESTS**

1. Photocopies will be assessed $.10 per page;
2. $15.00 per hour will be charged for all research and compilation after the first hour;
3. Computer generated information will include a $25 set up fee plus $.50 per page;
4. A minimum charge of $5.00 will be assessed for documents converted to a format for sending electronically;
5. Any postal charges will also be added to the cost;
6. If the estimated cost exceeds $30.00, the requester must be notified before proceeding with the request; and,
7. 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.

h. Dog license fees   $ 6.00 spayed or neutered  
                                    $ 11.00 whole dogs

                                    $ 1.00 transfer license fee (State required)

                                       Dog fines - set by state of Maine  
                                    $ 1.00 replacement dog tag (State required)

                                     $ 42.00 Dog Kennel License – (5 – 10 dogs)

Fines for dogs dropped off by ACO (Animal Control Officer) at shelter begins at $90.00 and up.

Dog License Late fees:  $25.00 – February 1st (set by the State of Maine for each dog license that is late)

                     $40.00 - March 1st (additional fee set by Select Board)

                    $55.00 - April 1st (additional fee set by Select Board)

i. Vital records – set by state statute

j. Birth, death, marriage certificates: $15.00 for a certified copy and $6.00 each for each copy after the first, issued the same day(state)

Uncertified copies of vital records (not for legal purposes) $10.00 (fee set by Select Board)

k. Marriage License: $40.00

l. Disposition (burial):   $ 20.00

k. Veterans Filing of DD214:  $4.00 set by the State of Maine

l. Sole Proprietor Adopting a Name:   $10.00 and filed with Town Clerk

m. Certificate for withdrawal from an Association in Mercantile Business: $10.00 (set by state statute)

n. Certificate of Association for purpose of Engaging in Mercantile Enterprise:  $10.00

o. Utility Pole Permits: Town Clerk is required to keep records.

No fee for recording documents.

p. Notary Services: The Town does not charge any fees.

q. Refuse Hauler Permits: $25.00

(required by Ecomaine due every January 1st)

r. Liquor Permits: $65.00

s. Special Amusement Permits: $65.00

t. Shore Land Zoning Ordinance: $20.00

u. Shore Land Ordinance Maps: $1.50 each

v. Subdivision Regulations: $25.00

w. Zoning Ordinance: $25.00

x. Junkyard/Automobile Graveyard Permits & Renewals: $65.00

**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**

**Effective: January 1, 2021**

**Residential**

Minimum Fee ......................................................................................................................................... $75.00

New Construction: Living ..................................................... Finished Area .................................. $1.00 SF

Garage, deck, basement, slab ...........................................................Unfinished Area ........................$.50 SF

Sheds ………………............................................................... Unfinished Area ............................... $.50 SF

Manufactured Housing: (Modular or Mobile) .................................................................................... $.50 SF

Swimming Pools ..................................................................................................................................... $75.00

Chimneys .................................................................................................................................................. $25.00

Alterations…….........................................................................................................................................$.50 SF

Solar Arrays (Building & Electrical Permits Required) ………………………………………..$.50 SF

Additions to dwellings and other residential structures same as new construction.

Demolitions-All Structures: (taxes need to be paid first)

Renewal Fee- expired permits …………………………………………...………………Minimal Fee

**Commercial**

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)………………………………………. $.50 SF

Kennels, Greenhouse, Pole-type Structures, (Storage Shed-type w/earth floor)……………...$.50 SF

Additional Antenna on Tower….………………………………………………....……….…$100.00

Renewal fee – expired permits….……………………………………...…….…… Minimum Fee

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

**Town of Hollis**

**Building Permit Fee Schedule (cont.)**

**Effective: January 1, 2021**

**Electrical Permits**

**Residential**

New Construction, installations, upgrade of service & anything other than minor repair........... $75.00

Minor Repair……………………………………………………….............................................. $50.00

**Commercial**

New Construction, installations, upgrade of service & anything other than minor repair ..........$125.00

Minor Repair……………………………………………………................................................... $75.00

**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 in the northeast corner of the first floor 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 fall of 2017 and demonstrated the continued safety and quality of the Hollis Training Facility. Please review this agreement and fee schedule carefully. 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.

**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.

**Hollis Training Facility Fee Schedule in accordance with Town policy #10**

A. Training Facility Usage (NO LIVE Fire, No Props) $100 per day

B. Training Facility Use with Props (NO LIVE Fire) $200 per day

C. Live Fire (No additional Props) $300 per day

D. Live Fire With all Props $500 per day

E. Firehouse use (meeting room, bays, cascade) $100 per day

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

**MARIJUANA BUSINESSES FEE SCHEDULE**

*Effective: June 09, 2021*

Application Fee (non-refundable): $500.00

**ANNUAL FEES**

Marijuana Stores: $5,000.00

Marijuana Products Manufacturing: $2,500.00

Marijuana Testing Facilities: $2,500.00

Medical Marijuana Cultivation: $750.00

Adult Use Marijuana 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