

Appendix B
MASTER FEE SCHEDULE

This Schedule is subject to amendment by Council Order.

Amended 7/6/09, 9/14/09, 1/4/10, 2/8/10, 3/1/10, 4/5/10, 5/24/10, 7/12/10, 8/30/10, 3/28/11, 8/15/11, 12/5/11, 11/19/12, 6/3/13, 7/22/13, 11/4/13, 3/3/14, 1/26/15, 6/1/15, 7/6/15

Chapter 6 – Buildings		
§ 6-13	Building permits (amended 4/5/10, 8/15/11, 7/6/15; 4/30/18)	\$35.00 + \$14.50/\$1,000 construction costs
	Demolishing a building (amended 4/5/10, 8/15/11, 7/6/15; 4/30/18)	\$35.00 + \$14.50/\$1,000 construction costs
	Reinspection Fee (added 4/5/10; 1/26/15)	\$50.00
	Installation of ventilation, refrigeration, sprinkler system, and automatic fire alarm and detection system	\$5.00/1,000 sq. ft.
	Signs	
	1-10 sq. ft.	\$20.00
	11-50 sq. ft.	\$35.00
	51+ sq. ft.	\$70.00
	Heating installation (flat fee) per appliance (amended 1/26/15)	\$35.00
	Temporary stands, booths or platforms for sale of merchandise or other business purpose	\$25.00
	Installations not otherwise listed	\$25.00
	Belated permits (permits not applied for until after the work has been started)	double the amount of the fee as set forth above
	Explosives, blasting (expires Dec. 31) – extractive industries	\$250.00/site
	Explosives, blasting – all other activity (updated 2-8-10)	\$25.00/shot ¹ , daily max. of \$250.00
§ 6-16	Swimming Pools: Above Ground & In-Ground (updated 5-18-09)	\$30.00 application fee + \$13.00/\$1000
§ 6-21	Application fee for a flood hazard development permit	\$50.00 plus expert fees
	New Mobile Home (on an existing pad) Building application fee	\$35.00
Chapter 7 – Cemeteries		
§ 7-26	Transfer of Lot Deed	\$50.00
	Sale of Lot at Highland Lake, Saccharappa or Woodlawn Cemeteries	
	Resident	\$750
	Non-Resident	\$935
	Standard Interment	
	Adult (13+ years of age)	
	Monday – Friday (7:00 AM – 2:00 PM)	\$850
	Monday – Friday (2:00 PM – 5:00 PM)	\$950
	Saturday (7:00 AM – 11:00 AM)	\$1,010
	Child (0-12 years of age)	
	Monday – Friday (7:00 AM – 2:00 PM)	\$590
	Monday – Friday (2:00 PM – 5:00 PM)	\$690
	Saturday (7:00 AM – 11:00 AM)	\$750
	Standard Interment Winter Surcharge (added to all Standard Interment fees from November 1st – April 1st)	\$175

	Cremation Interment With Service Monday – Friday (7:00 AM – 2:00 PM) Monday – Friday (2:00 PM – 5:00 PM) Saturday (7:00 AM – 11:00 AM) Without Service Monday – Friday (7:00 AM – 2:00 PM) Saturday (7:00 AM – 2:00 PM)	\$415 \$495 \$545 \$300 \$380
	Cremation Interment Winter Surcharge (added to all Cremation Interment fees from November 1st – April 1st)	\$100
	Standard Disinterment Adult (13+ years of age) Disinterment with Recommittal within Cemetery Disinterment Only Child (0 - 12 years of age) Disinterment with Recommittal within Cemetery Disinterment Only	\$1,700 \$850 \$1,180 \$590
	Cremation Disinterment Disinterment with Recommittal within Cemetery Disinterment Only	\$830 \$415
	Cremation Vault	Actual cost of vault
Chapter 11 – Electricity (full section amended 4/5/10)		
§ 11-10	Application Fee	\$35.00
	New Service	\$100.00
	New Commercial Service	\$.05/sq. ft.
	Alteration for 3 or more units / per unit and Alteration of Commercial	1% over \$1,000 Contract Price + \$35.00 Application Fee
	Reinspection Fee (amended 1/26/15)	\$50.00
	New Mobile Home (on an existing pad)	\$35.00
Chapter 13 – Fire Protection and Prevention (amended 4/5/10)		
§ 13-97	Application fee for solid fuel appliance permit	\$35.00
Chapter 16 – Garbage and Rubbish		
§ 16-34	Annual residential demolition debris permit	\$10.00 (\$5.00 after July 1 of current year)
	Residential one-day permits for demolition debris	\$1.00 (\$5.00 max)
	Additional residential fee for refrigerators, air conditioners, and humidifiers, and other appliances containing HFC's	\$15.00/each

¹ Shot is defined as all explosives detonated in a single cycle.

	Annual commercial hauler permit	\$150.00
	Per load commercial operator fees, per admittance	
	½, ¾ ton pickups, vans and trailers (one (1) cubic yard or less)	\$15.00
	½, ¾ ton pickups, vans, trailers (exceeding one (1) yard as estimated by landfill attendant)	\$15.00/yard
	Vans, trucks, trailers, 1 ton dump trucks, with capacity of three (3) or more cubic yards	\$50.00
	6 wheel single axle dump truck (rack body truck, over 1 ton dump truck)	\$150.00
	10 wheel dual axle dump truck	\$300.00
	20 cubic yard dumpster (capacity 20 yards or less)	\$300.00
	Any other dumpster, roll-off truck	\$15.00/cubic yard of disposal material
	Tractor trailer	\$625.00
	Additional unit charges, per each unit	
	Auto tires	\$2.00
	Truck tires	\$5.00
	Truck tires eight hundred (800) and above and loader tires	\$15.00
	White goods including stoves, water heaters, washing machines and clothes dryers	\$5.00
	All other materials	\$15.00/cubic yard
§ 16-44	Solid waste application fee	\$100.00
Chapter 20 – Licenses and Permits (Ord. of 2-2-09)		
	Application Fee for all licenses except Games of Chance & State Liquor Licenses (only one fee charged per business when multiple licenses are applied for at the same time)	\$25.00
	Background Investigation Fee (only one fee charged per person when multiple licenses are applied for at the same time)	\$35.00
	Reinspection Fee	\$50.00
§ 20-31	Food Service Establishments (expires Annually) – Ord. 04-23-2018	
	No food preparation on premises	\$150.00
	Food preparation on premises – no alcohol	\$200.00
	Food preparation with malt beverages & wine for consumption on the premises	\$400.00
	Food preparation with liquor for consumption on the premises	\$1,000.00
	Caterer – food preparation on premises	\$150.00
	Outdoor dining as an accessory to a primary indoor restaurant (Ord of 11-19-12)	\$80 + \$2 per sq.ft. for first 10 feet into public way from face of building and \$6 per sq.ft. beyond first 10 feet
§ 20-41	Mobile vending unit & Ice Cream Trucks, per unit	\$150.00
§ 20-46	Pushcart/Portable Vending Unit	\$125.00
§ 20-51	Amusement Permit	\$100.00
§ 20-67	Tobacco vendors (Annually) – Ord. 04-23-2018	\$50.00
§ 20-78	Theaters (Annually) – 04-23-2018	
	Seating capacity of up to 999 (price per screen)	\$250.00
	Seating capacity 999 and over (price per screen)	\$350.00
	Drive-In	\$125.00
§ 20-81	Games of Chance (Bi-annually, as requested)	\$25.00
	Beano/Bingo (Annually) – Ord. 04-23-2018	\$100.00
§ 20-86	Transient Sales	
	Sales from a fixed location on private property (good for 30 days – only 2	\$50.00

	permits allowed per year)	
	Sales from other than a fixed location (annual)	\$100.00
§ 20-96	Taxicab & Livery (all taxicab & livery licenses expire Annually) – Ord.4-23-	
	Business (license needed for each vehicle, fee to be paid for each)	\$100.00
	Driver	\$50.00
§ 20-115	Massage Licenses (all massage licenses expire Annually) – Ord. 04-23-2018	
	Massage establishment	\$65.00
	Massage therapist	\$45.00
	Combined massage therapist/establishment (sole practitioner)	\$65.00
§ 20-126	Automobile Salvage Yards/Junkyards (expires December 31)	\$100.00
§ 20-131	Commercial Hauler (expires December 31)	\$150.00
§ 20-136	Towing (expires December 31)	\$125.00/company (for 1 wrecker) + \$50.00 for each additional wrecker
§ 20-148	Towing fees - updated 11/4/13	
	● Per Non-Accident Tow	\$100.00
	● Per Accident Tow	\$125.00
	Per tow of any vehicle with dual tires on the rear axle	\$105.00
	Vehicle storage (per 24 hr. period or fraction after the first 24 hour)	\$40.00
	Release Fee (7 p.m. to 7 a.m., weekends and holidays)	\$40.00
	Release Impact Fee (When vehicle owner/operator fails to appear at scheduled appointment time for release of their vehicle. Towing operator must have proof of scheduled appointment.) – updated 11/4/13	\$25.00
	Difficult extraction or clean-up (to be charged in 15 minute increments) – updated on 5/4/09	\$80.00/hr.
§ 20-155	Farmers Market – price per stall (annual license)	\$15.00
§ 20-161	Tattoo Establishment (Annually) – updated 6/3/13; 3-3-14; 04-23-2018	\$100.00
§ 20-172	State Liquor License (new, renewals & caterers, per event)	\$25.00
§ 20-178	Fireworks License Fee (to sell fireworks)	\$1250.00
§ 20-187	Use of Consumer Fireworks Fee (per day) – added 7/22/13	\$10.00
§ 20-196	Pawnshops & Pawnbrokers – expires Annually (added 11/4/13; 3-3-14; 4-23-	\$100.00
§ 20-206	Secondhand Dealers – expires Annually (added 11/14/13; 3-3-14; 04-23-2018)	\$100.00
Chapter 21 – Mobile Homes and Mobile Home Parks		
§ 21-3	Annual permit fee (renewable Jan. 1)	\$50.00
§ 21-4	Definitive plan	
	Per each boundary monument shown on the plan as required by the regulations	\$30.00
	Security for the later submissions to the planning board of an accurate record plan and profile	\$250.00
Chapter 24 – Plumbing (Section 24-2 amended 4/5/10, 3/28/11)		
§ 24-2	Minimum permit fee includes up to four fixtures	\$40.00
	Fixture fee – per fixture	\$10.00
	Re-inspection fee (charged by the city plumbing inspector in those instances when work has not been completed upon an inspection or when work was not in compliance with the State Plumbing Code) (amended 1/26/15)	\$50.00
	Transfer fee	\$10.00
	Piping relocation with no new fixtures	\$10.00
	Hook up to public sewer	\$10.00
	Permit transfer	\$10.00
§ 24-3	Complete systems: (updated 9/14/09)	
	Engineered system (includes one disposal area)	\$200.00
	Non-engineered system	\$250.00 + \$15.00 (state fee)
	Primitive system (includes one alternative toilet)	\$100.00
	Separated laundry disposal field	\$35.00

	Seasonal conversion permit	\$50.00
	System components (installed separately):	
	Alternative toilet (only)	\$50.00
	Disposal field	\$150.00 (non-engineered); \$150.00 (engineered)
	Treatment tank	\$150.00 (non-engineered); \$80.00 (engineered)
	Holding tank	\$100.00
	Variance (is added to permit fee)	\$20.00
	Other System Component (complete pump station, piping)	\$30.00
	Hook up to existing subsurface system	\$10.00
	New Mobile Home (on existing pad) Sewer hookup	\$40.00
Chapter 26 – Sanitary Facilities, Sewers and Wastewater Treatment		
§ 26-46	Conveyance of easement for sewer line construction and maintenance (unless greater diminution of value is shown)	Greater of \$0.05/sq. ft. or \$1.00/lineal ft.
Chapter 27 – Sewer User Fees, Industrial Pretreatment Program Requirements and Industrial Cost Recovery (added on 3/28/11)		
§ 27-3	Industrial pre-treatment permit	\$201.09/month
	Industrial pre-treatment BMP permit	\$25.00/month
Chapter 29 – Streets and Sidewalks (Updated on 7/6/09)		
§ 29-83	Application fee for each issuance renewal of excavation permit	\$25.00
	Newly constructed or reconstructed and newly paved streets	
	Bituminous concrete pavement, 4 inches or more in depth, per square yard	\$70.00 (first 25 sq. y.) \$65.00 (over 25 sq. y.)
	Bituminous concrete pavement, 4 inches or less in depth, per square yard	\$60.00 (first 25 sq. y.) \$55.00 (over 25 sq. y.)
	All other streets	
	Bituminous concrete over concreted base, granite block base, or bituminous concrete base (total bituminous concrete 4 inches or more)	\$50.00 (first 25 sq. y.) \$45.00 (over 25 sq. y.)
	Portland cement concrete or granite block	\$29.00 (first 25 sq. y.) \$26.00 (over 25 sq. y.)
	Bituminous concrete over macadam base, or bituminous concrete (less than 4 inches) over gravel base	\$30.00 (first 25 sq. y.) \$27.00 (over 25 sq. y.)
	Bituminous macadam surface	\$45.00 (first 25 sq. y.) \$40.00 (over 25 sq. y.)
	Bituminous treated surface or shoulder	\$25.00 (first 25 sq. y.) \$23.00 (over 25 sq. y.)
	Plain gravel surface	\$6.00 (first 25 sq. y.) \$5.00 (over 25 sq. y.)
	Sidewalk opening charges	
	Brick sidewalk	\$25.00 (first 25 sq. y.) \$25.00 (over 25 sq. y.)
	Brick sidewalk on concrete base	\$48.00 (first 25 sq. y.) \$48.00 (over 25 sq. y.)
	Bituminous concrete sidewalk	\$20.00 (first 25 sq. y.) \$20.00 (over 25 sq. y.)
	Portland cement sidewalk	\$27.00 (first 25 sq. y.) \$27.00 (over 25 sq. y.)
	Gravel sidewalk	\$8.00 (first 25 sq. y.) \$8.00 (over 25 sq. y.)
	Esplanade (grass)	\$8.00 (first 25 sq. y.) \$8.00 (over 25 sq. y.)
	Other charges	
	Bituminous concrete curbing, per linear foot	\$7.00

	Granite curbing removal or realignment, per linear foot	\$16.00	
	Removing and replacing parking meters, each	\$14.00	
	Removing and replacing street name and traffic-control signs, each	\$25.00	
	Replacement and installation of lost or damaged granite curb	\$20.00	
	Non-emergency street or sidewalk opening within a five-year period of any major paving project	\$300.00	
§ 29-84	Minimum fee for any street or sidewalk excavation	\$175.00	
	Inspection Fees	\$60.00/hour	
	Excavators License	\$500.00 Annually	
§ 29-145	Banner Sign Permit Fee	\$200/location	
Chapter 31 – Traffic			
	Scofflaw impound or boot removal fee	\$50.00	
Chapter 35 – Westbrook Cable Television Ordinance			
§ 35-3	Filing fee for franchise contract (nonrefundable)	\$25.00	
§ 35-5	Performance bond	\$100,000.00	
Chapter 40- Event Permit			
	Application Fee	\$200	
	Use of Electricity	\$25/day	
	Portable restroom user fee for event with 150+ attendees	\$25	
	City services (Police, Fire, Public Services and Ambulance support)	Actual expenses incurred	
Appendix A: Land Use Ordinance – Site Plan Review (*Amended 3/1/10. **Amended 4/5/10)			
*	Extension of site plan approval	\$75.00	
*	Pre-application Meeting	\$300.00	This fee is applied to site plan fees if a site plan application is later filed.
*	Sketch Plan	\$300.00	Pub. & notice: \$1.00/letter+legal+postage
*	Application fee for site plan review, plus advertising	10,000sq.ft. or less, \$750; 10,000 to 49,999sq.ft., \$1,000; 50,000 to 99,999sq. ft., \$1,500; 100,000 sq.ft. and up, \$2,000. Double for after the fact approval.	Pub. & notice: \$1.00/letter+legal+postage
**	Application fee for site plan review Administrative Review	\$250.00	
**	Site Improvement Inspection Fee	2% of estimated improvement costs	Where a project includes a Site Plan and a Subdivision then this fee shall only apply once
**	Acceptance of a City street	\$500	
**	Plan amendment(s)	Half of original fee	Pub. & notice: \$1.00/letter+legal+postage
**	Staff Review time: City Engineer and City Planner	City Engineer: After 1 st two hours: hourly rate based on then current salary + benefits. City Planner: After 1 st four hours: hourly rate based on then current salary + benefits.	
§309 (added 10-1-12)	Fee in lieu of landscaping in the Gateway Commercial District (GCC). Calculated by multiplying the landscaping percentage deficit under Section 309.3 (O) by ½ of the average assessed value of one acre of land in the GCC, determined as of June 2012.	½ of average assessed value of 1 acre of land in the GCC as of June 2012 = \$73,000	
Appendix A: Land Use Ordinance – Subdivisions (Full Section Amended 4/5/10)			

	Application fee for subdivision (Amended 5/24/10)	\$300 per lot or dwelling unit	Pub. & notice: \$1.00/letter+legal+postage
	Sketch Plan	\$300.00	Pub. & notice: \$1.00/letter+legal+postage
	Public Street Acceptance	\$500.00	

	Site Improvement inspection fee	2% of estimated improvement costs	Where a project includes a Site Plan and a Subdivision then this fee shall only apply once
	Plan amendment(s) (Amended 5/24/10)	\$300 per lot or dwelling unit amended	Pub. & notice: \$1.00/letter+legal+postage
	Staff Review time: City Engineer and City Planner	City Engineer: After 1 st two hours: hourly rate based on then current salary + benefits. City Planner: After 1 st four hours - hourly rate based on then current salary + benefits.	
Appendix A: Land Use Ordinance – Conditional Uses (Updated 3/1/10)			
	Application fee for conditional use review	\$250.00	Pub. & notice: \$1.00/letter+legal+postage
Appendix A: Land Use Ordinance – Village Review Overlay Zone (Amended 3/1/10)			
	Application fee for review of proposed work in the Village Review Overlay Zone	\$75.00	Pub. & notice: \$1.00/letter+legal+postage
Appendix A: Land Use Ordinance – Private Ways			
	Application fee	\$500	Pub. & Notice: \$1.00/letter + legal + postage
	Plan amendment(s)	\$250	
	Site Improvement Inspection Fee	2% of estimated improvement costs	
	Staff Review Time: City Engineer and City Planner	City Engineer (after 1 st two hours): hourly rate based on then current salary + benefits. City Planner (after 1 st four hours): hourly rate based on then current salary + benefits	
Miscellaneous Fees			
	BUILDING PERMITS		
	Fill Permit (amended 4/5/10)		Cu yd. 0-250 = \$15.00 251-500 = \$25.00 501-1000 = \$35.00 Over 1000 = \$50.00
	Re-Inspection fee		\$25.00
	ZONING (*amended 4/5/10)		
*	Maps-Zoning (24 x 36)/ (Full Sizes 5'-6" x 3')		\$40.00/ \$50.00
*	Maps-Ward Map (24" x 36")		\$25.00
*	Variance- Disability		No charge
*	Variance - Practical Difficulty		\$250.00
*	Appeals / Administrative		\$500.00
	Change Land Use Ordinance/Zoning Map		\$1000.00
*	Blueprint copy & Parcel maps B/W / Color (24"x 36" Max)		\$8.00/ \$10.00
	PLUMBING		
	Sewer connection		\$250.00
	CITY CLERK		
	Notary fee		Resident: \$5.00 per signature; Non-resident: \$10.00 per signature

	Dedimus Justice Services	Resident: Free Non-resident: \$10.00
	Genealogy Research (amended 6/28/10)	\$5.00 per name search after 1 st half hour
	Perform marriage ceremony at city hall (added 7/12/10)	\$75.00
	Utility Pole Permit	\$10.00
	ASSESSING (amended 4/5/10)	
	Reports	\$25.00 for first hour. After

		1 st hour, hourly rate based on then current salary + benefits
	RESCUE COLLECTION	
	Certified letters pre-turnover to collection agency	Cost of certified mail
	MISCELLANEOUS	
	Returned check fee	\$30.00
	Miscellaneous Paper Copies – Freedom of Access Act requests only (Amended by Ord. of 6-1-15)	\$0.25/page
	Electronic Record Storage Medium or Device (i.e. CD, DVD, USB Drive) – Freedom of Access Act requests only (Amended by Ord. of 6-1-15)	Actual cost of medium or device
	Trash/recycling totes (2 per residential unit)	\$125
	Temporary Food Service License (Sale or service of food up to three (3) consecutive days)	\$50 License & Application Fee

Appendix C

MASTER FINE SCHEDULE

*This Schedule is subject to amendment by Council Order.
Amended 5/4/09, 2/8/10, 2/6/12, 7/22/13*

Chapter 3 – All-Terrain Vehicles		
§ 3-5	Impoundment fee for multiple offenses	\$5.00 per day
Chapter 4 – Animals and Fowl		
§ 4-12	Impoundment fees: (updated 2-6-12)	
	For each animal, first impoundment	\$25.00
	For each animal, second impoundment	\$50.00
	For each animal, third and subsequent impoundment	\$100.00
§ 4-73	Penalty for violation of chapter 4	Up to \$450.00
Chapter 13 – Fire Protection and Prevention (updated 5-4-09)		
§ 13-36	False alarms – each third and successive alarm in a calendar year Residential & Business/firm	\$40.00/occurrence
Chapter 16 – Garbage and Rubbish		
§ 16-34	Fine for dumping without a permit	\$500.00
Chapter 17 – Housing		
§ 17-3	General penalty for violation of housing code	\$100.00
§ 17-65	Fee for third and successive requests for the pumping of basement or other dwelling areas	\$25.00/request
Chapter 20 – Licenses and Permits		
§ 20-10	Fine for violation of licensing article	\$100.00
§ 20-72	Fine for first violation of ordinance prohibiting sale of tobacco to a minor	\$100.00 max.
	Fine for second violation within one year	\$200.00 max.
§ 20-121	Fine for each violation of massage article provisions	\$250.00
§ 20-168	Fine for each violation of tattoo article provisions	\$250.00
§ 20-189	Fine for violation of consumer fireworks permit or use requirements (added 7/22/13)	
	1 st violation	\$100.00
	2 nd violation	\$300.00
	All subsequent violations	\$500.00
Chapter 21 – Mobile Homes and Mobile Home Parks		
§ 21-9	Fine for violation of this chapter	\$100.00 plus costs
Chapter 22 – Offenses – Miscellaneous		