

Town of Casco Fee Review & Discussions

15 October 2024
Tom McCarthy



Overview

- Review the Process used
- Discuss the proposed fee changes
- Establish follow on actions if any and timelines

Town of Casco Fee Review

- Casco Fee Review Process
 - Purpose of the fee
 - Offset town cost to provide the service
 - Influence actions
 - Revenue generation
 - Reviewed the fees of neighboring towns
 - Raymond, Naples, Poland, Windham, Bridgton
 - Their Fee structure
 - Their Fee amounts
 - Compared to Casco's
 - Reviewed findings with town staff
 - Adjusted Casco's fees to cover cost of service and align with neighboring towns fee schedule

Proposed Fees Adjusted to Cover Town Costs and Align with Neighboring Towns

Town of Casco Fee Review

- The majority of the changes are in the areas of Business Licenses / Permits
- The Building / Construction fee structure was simplified, and the updated fees are based on the expected hours required to process the permits and conduct required on site inspections.
- Currently we do not require permits for electrical work. This area should be revisited for safety purposes. The electrical work done without trained electrical inspections can and has resulted in house / business fires. Electrical work done even by reputable electrical companies still has errors that are personal safety hazards.
- The Business permits fees were added or updated to be inline with neighboring towns.

Administration

Casco Fees	Casco Current	Casco Proposed
PHOTO COPIES		
B/W per page	\$0.50	\$0.50
Color per page	\$1.00	\$1.00
Printed Doc per page	\$0.25	\$0.25
Deeds	\$2.00	\$2.00
FAXES		
Cover Sheets		
Incoming First Page	\$2.00	\$2.00
Incoming Following Pages	\$1.00	\$1.00
Outgoing First Page	\$3.00	\$3.00
Outgoing Following Pages	\$1.00	\$1.00
Maps		
Full Set of Large Tax Maps	\$250.00	\$250.00
Full Set of Reduced Tax Maps	\$100.00	\$100.00
Individual Black & White Copies of Reduced Tax Maps	\$2.00	\$2.00
Individual Color Copies of Reduced Tax Maps	\$4.00	\$4.00
Large Zoning Maps (Requires Ordering; wait time)	\$20.00	\$20.00
Large Map of Town 11" x 17" (Black & White)	\$10.00	\$10.00
Large Map of Town 11" x 17" (Color)	\$15.00	\$15.00
Street Map With Index	\$2.00	\$2.00
Street Map With No Index	\$1.00	\$1.00

No Changes

Administration

Casco Fees	Casco Current	Casco Proposed
Books and Lists		
Commitment Book (Paper)	\$100.00	\$500.00
Commitment Book (Disk)	\$50.00	\$100.00
Map & Lot List - Names and Addresses by Alpha or Number (Paper)	\$100.00	\$100.00
Map & Lot List - Names and Addresses by Alpha or Number (Disk)	\$50.00	\$50.00
Full Code of the Town of Casco (Available On-Line For No Fee)	\$80.00	\$80.00
Zoning/Land Use Book (Available On-Line For No Fee)	\$20.00	\$20.00
Sub-Division Ordinance (Available On-Line For No Fee)	\$20.00	\$20.00
Comprehensive Plan	\$15.00	\$15.00
GENERAL		
Credit card fee		4%
Returned Checks (Per Occurance)	\$35.00	\$35.00
Notary Services		
Per Notary Signature - Resident		Free
Per Notary Signature - Non-resident	\$2.00	\$2.00
Victualer's License	\$10.00	\$10.00
DBA Filing	\$10.00	\$10.00
VITAL RECORDS	Set by State Law	Set by State Law
Freedom of Access ACT (Municipal Public Records)		
1st two hour Of Staff Time		\$0.00
Additional Staff Time	\$15.00 / hr	25.00 /hr
If Cost Estimate More Than \$100.00 (50% Due prior to commencement)		
Registered Voters List (Names and Address)		Set by State
Hard Copy		
Disk /CD		
Concealed Weapon Permit		Set by State



Fees Updated to be consistent with Other Towns

Business Permits

Casco Fees	Casco Current	Casco Proposed
Permits/Businesses		
Liquor Licenses		\$60.00
Application		\$50.00
Advertising with Public Hearing Application		\$100.00
Temporary Liquor License Application (catering)		\$50.00
Marijuana Facilities Annual license		
Adult Use Marijuana Store new license		\$10,000.00
Adult Use Marijuana Store renewal license		\$2,500.00
Cultivation Facility – Tier 1 (Up to 500 sqft plant canopy)		\$1,000.00
Cultivation Facility – Tier 2 (500- 2,000 sqft plant canopy)		\$2,500.00
Cultivation Facility – Tier 3 (2,000-7,000 sqft plant canopy)		\$5,000.00
Cultivation Facility – Tier 4 (7,000-20,000 sqft plant canopy)		\$7,500.00
Marijuana Manufacturing Facility		\$2,500.00
Marijuana Manufacturing – High Hazard (manual or chemical)		\$5,000.00
Medical Marijuana Registered Caregiver– cultivation conducted on site		\$300.00
Medical Marijuana Caregiver (Home Occupation) – cultivation not conducted on site		\$100.00
Medical Marijuana Caregiver Retail Store		\$5,000.00
Medical Marijuana Dispensary per location		\$5,000.00
Marijuana Testing Facility		\$3,500.00
Victualer License		\$200.00
Victualer License - With onsite consumption of liquor		\$400.00
Victualer License - Nonprofit Organization		\$1.00
Off-Premises Catering License		\$10 per day
STREET/MOBILE VENDOR LICENSE		100.00
Mass Gathering		\$50.00/ event
Mass Gathering License Violation Penalties		\$500.00
Auto Graveyard, Junkyard, Storage Lot		
Greater Than 100 Feet From Highway		\$250.00
Less than 100 Feet From Highway		\$500.00

Fees Added To Be Consistent With Other Towns

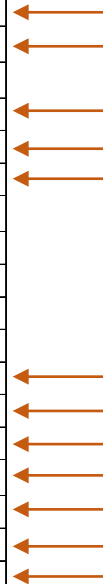
Miscellaneous Fees

Casco Fees	Casco Current	Casco Proposed
Community Center		
Key Deposit	\$25.00	\$25.00
Non refundable Depsoit		
Refundable Cleaning Depsoit		
Meeting Rooms/Craft and Game Room		
Non-profits	\$10.00/hr \$100 Max	\$10.00/hr \$100 Max
Residents	\$20.00/hr \$100.00 Max	\$20.00/hr \$100.00 Max
Non-Residents	\$40.00/hr \$200.00 Max	\$40.00/hr \$200.00 Max
For profit use		\$50.00/hr \$500.00 max
Kitchen		
Non-profits	\$10.00 /hr \$100 Max	\$10.00 /hr \$100 Max
Residents	\$20.00/hr \$100.00 Max	\$20.00/hr \$100.00 Max
Non-Residents	\$40.00/hr \$200.00 Max	\$40.00/hr \$200.00 Max
Gym (Athletic Events Only)		
Non-profits	\$10.00 /hr \$100 Max	\$10.00 /hr \$100 Max
Residents	\$200.00per event/day	\$20.00per event/day
Non-Residents	\$300.00per event/day	\$300.00per event/day
Custodial Fee (determined by Rec Dir)	\$50.00/Occ	\$50.00/Occ
Animal Control Related		
Dog Licensing Fees		
In Person		
Spayed/Neutered Dogs	\$6.00 per dog/yr	\$6.00 per dog/yr
Dog NOT spayed/neutered	\$11.00 per dog/yr	\$11.00 per dog/yr
Online		
Spayed/Neutered Dogs	\$7.00 per dog/yr	\$5.00 per dog/yr
Dog NOT spayed/neutered	\$12.00 per dog/yr	\$10.00 per dog/yr
Board for Animals Picked up by ACO Impound Fees		
First Offense	\$50.00	\$50.00
Second Offense	\$100.00	\$100.00
Third Offense	\$125.00	\$150.00
Each additional Offense	\$125.00	\$200.00

Gym Fees Reduced for Residents and Animal Impound fees raised for repeat offenders

Building Permit Fees

Casco Fees	Casco Current	Casco Proposed
Commercial Construction		
New Construction - (Per Square Foot)	\$0.35	\$0.35
Alterations:		
\$0.00 to \$500.00	\$50.00	\$50.00
\$501.00 to \$1,000.00	\$70.00	\$70.00
\$1,001.00 to \$5,000	\$100.00	\$100.00
\$5,001.00 to \$10,000.00	\$150.00	\$150.00
\$10,001.00 And Over	\$150 + \$5.00 /1K	\$150 + \$5.00 /1K
Solar Field		
Up to 110,00 sqft		\$.40/sqft
110,000 sqft and above		\$.40/sqft up to 110,000 then \$.10 /sqft
Towers:		
First 100 Feet	\$100.00	\$500.00
Next 50 Feet	\$250.00	\$250.00
Last 30 Feet	\$500.00	\$100.00
Residential Construction		
New Construction - Finished (Per Square Foot)	\$0.30	\$0.30
New Constuction - Unfinished (Per Square Foot)	\$0.20	\$0.20
Alterations:		
\$0.00 to \$500.00	\$20.00	\$20.00
\$501.00 to \$1,000.00	\$30.00	\$150.00
\$1,001.00 to \$5,000	\$60.00	\$350.00
\$5,001.00 to \$10,000.00	\$100.00	\$500.00
\$10,001.00 And Over (Plus Additional \$4.00 For Each \$1,000.00 Over\$10,000.00)	\$100.00	\$500.00 +
Occupancy Permit		\$150.00
Chimneys	\$25.00	\$150.00
Demolition	\$25.00	\$100.00
Signs	\$25.00	\$25.00
Swimming Pools	\$25.00	\$25.00



Fee Structure Simplified and Fees based on Time Required to Approve and Inspect

Building Permit Fees, Plumbing

Casco Fees	Casco Current	Casco Proposed
Plumbing		
State of Maine Fees		State Set fee
Town Administration Fees	\$50.00	\$50.00
Permanent Underground Service		
Non-Engineered		
Complete System		\$300.00
Leach field Only		\$175.00
Treatment Tank Only		\$175.00
Holding Tank		\$125.00
Engineered		
Complete System		\$225.00
Leach field Only		\$175.00
Treatment Tank Only		\$100.00
Holding Tank		
Primitive System		\$150.00
Separate Grey Disposal Field		\$150.00
Seasonal Conversion		\$75.00
Variance (additional)		\$50.00
Alternative Toilet		\$75.00
DEP-Subsurface Wastewater Requirement		\$50.00
Other Components (Complete Pump Station, Piping, Other)		\$50.00
HVAC Permit		\$100.00

Fees Based on State Requirements and Staff time to approve and Inspect

Building Permit Fees, Electrical

Casco Fees	Casco Current	Casco Proposed
Electrical		
Residential		
Application		
Service Entrance – Temporary		
Service Entrance – Permanent Overhead		
Service Entrance – Underground		
New Construction, Renovation, Additions per Sq. ft.		
Miscellaneous Equipment:		
Commercial		
Application		
Service Entrance – Temporary		
Service Entrance – Permanent Overhead		
Service Entrance – Underground		
New Construction, Renovation, Additions per Sq. ft.		
Miscellaneous Equipment:		

Casco Needs to Adopt Electrical Permits and Inspections.
This will Require Hiring an Electrical Inspector.
Fees can be Structured to Cover the Cost of the Electrical Inspector.

Permit Fees, Shoreland, Camping, Misc

Casco Fees	Casco Current	Casco Proposed
Shore Land Zone	\$25.00	\$25.00
Tree Permit		\$75.00
Accessory Structure		\$75.00
Wells – Residential in SLZ		\$75.00
Docks		\$50.00
Minimum Permit Fee		\$25.00
Mooring Fee	\$10.00 /yr	\$20.00 /yr
Campsite (personal)		\$0.00
Campsite (rental to public)		\$50.00
Campgrounds		\$50.00 + \$5.00 per site
Change of Use		
With Reno		\$50.00
Without RENO		\$.50 per Sqft or min \$50.00
Road Opening		\$75.00 plus \$1.50 per sqft
Road Name Change		\$75.00
Re-inspection Fee		\$100.00 per visit
After the Fact Permit		2X standard Fee
Cemetery Prices		
Resident - 1 plot (includes perpetual care)		
Non-Resident - 1 plot (includes perpetual care)		
Violating any provisions of the Cemetery Ordinance. Each day a violation occurs shall be deemed a separate offense.		
Disposition of Human Remains		\$20.00

Fees Added To Be Consistent With Other Towns and Cover Staff Costs

Planning and Development

Casco Fees	Casco Current	Casco Proposed
Preliminary Subdivision Plan		
Immediate Family Subdivision		\$100.00
Residential Subdivision Review		\$500.00 + \$500.00 per proposed lot
Commercial Subdivision Review		\$750.00 + \$750.00 per proposed lot
Sketch Plan Review		\$75.00
Planner Escrow (Minor Application) ³		\$1,000.00
Planner Escrow (Major Application) ³		\$2,000.00
SITE PLAN REVIEW - PLANNING BOARD		
Up To 10,000 Feet Of Gross Floor Area		\$250.00
Escrow Desposit**		\$1,000.00
Over 10,000 Feet Of Gross Floor Area		\$500+ \$25.00 / 1K
Escrow Desposit**		\$2,000.00
Staff Review		\$150.00
Staff Review Escrow		\$1,000.00
Modification of an approved Plan		\$150.00
DEVELOPMENT WITHOUT BUILDINGS		
Escrow Desposit**		\$1,000.00
Contract Zone		\$1000.00 + \$750.00 per proposed lot
Impact Assessment staff review		\$25.00/ hr
Escrow Desposit**		\$2,000.00
AMENDMENT TO APPROVED SUBDIVISION		
Escrow Desposit**		\$1,000.00
REQUEST TO CHANGE ZONE CLASSIFICATION		
Escrow Desposit**		\$500.00
REMOVE PROPERTY FROM ACQUIFER		
Staff Review		Town Waiver Application Fee
Escrow Desposit**		\$25.00 /hr
Escrow Desposit**		\$500.00
Appeals (fee returned if appeal approved)		
Commercial		<u>\$750.00</u>
Residential		\$200.00
Escrow Desposit**		\$500.00

Fee Structure Streamlined and Made Consistent with Other Towns
Adjusted to help cover cost of Staff and Outside Reviews

Fire Department

Casco Fees	Casco Current	Casco Proposed
Fire Department		
Fire Report Request		
Patient's Treatment Record		\$5 for 1 st page & \$.45 for each additional, not to exceed \$250
Inspection of New Construction		
Motor Vehicle Accident Billing (FEMA rates per hour)		
Engine	200.00	200.00
Ariel Truck		
Ambulance	125.00	125.00
Squad (Rescue)	250.00	250.00
Tanker	125.00	125.00
Jservice Truck / Command Vehicle	175.00	175.00
Firefighter	35.00	35.00
EMT	35.00	35.00
Foam	750.00	750.00
Mutual Aid Paramedic Intercept	250.00	250.00
Rescue Services		
Miles	\$16.00	\$16.00
BLS	\$600.00	\$600.00
ALS	\$900.00	\$900.00
ALS2	\$1,200.00	\$1,200.00
BLS Non Emergency	\$400.00	\$400.00
ALS NonEmergency	\$500.00	\$500.00
On Scene No Meds	\$100.00	\$100.00

No Changes

Summary

- Most Fees remained unchanged
- Building permit fees were updated to cover cost of reviews and inspections
- Business License fees update to be consistent with neighboring towns
- Recommend adding and Electrical inspector to the town staff and require Electrical work to be permitted and inspected.

Recommend Fee Schedule be Adopted as Drafted.