

ATTACHMENT A—FEES AND CHARGES

1. *Zoning ordinance.*

A. Copies of the zoning ordinance shall be available from the city clerk's office. The cost of this ordinance shall be \$50.00, which shall include any amendments made to the ordinance to date. "To date," means the date of purchase.

B. [Reserved.]

2. *Zoning map.*

A. Blueprint copies of the Zoning Map (one inch equals 1,000 feet) shall be obtained from the city's engineering office. The cost for the map shall be \$15.00.

B. Colored copies of the Zoning Map (one inch equals 1,000 feet) shall be obtained from the city's engineering office. The cost for the map shall be \$35.00.

C. Black and white copies of the reduced map (11 inches by 17 inches) shall be obtained from the building inspector's office. Cost for these maps shall be \$1.00 each.

D. Colored copies of the reduced map (11 inches by 17 inches) shall be obtained from the city's engineering office. Cost for these maps shall be \$5.00 each.

E. Colored copies of the reduced map (24 inches by 36 inches) shall be obtained from the city's engineering office. Cost for these maps shall be \$15.00 each.

F. Fees collected for all color copies of the zoning map shall be used to further develop the city's geographical information system.

3. *Engineering review and inspection draw accounts.*

A. A draw account shall be set up for engineering review costs for all projects. The engineering review amount is due at the conceptual review stage. The minimum deposit is based on the following spreadsheet. If a project's costs exceed the minimum amounts shown, the applicant shall be required to submit additional funds to cover the review costs.

Schedule for Engineering Review Draw Accounts

<i>Project Types</i>	<i>Minimum Deposit</i>
Private Ways (Based on Number of Lots Served, With No Subdivision Involved):	
1 Lot	\$ 400.00
2 Lots	500.00
3—4 Lots	1,000.00
5—10 Lots	1,500.00
> 10 Lots, per lot	+ 100.00
Minor Subdivisions:	500.00
Major Subdivisions:	
< 5 Lots	1,000.00
5—10 Lots	1,500.00
11—15 Lots	2,000.00
16—25 Lots	2,500.00
> 25 Lots	3,000.00
Amendments to Subdivisions:	
Minor	500.00
Major	750.00
Site Plan Review (Based on Square Feet of New Footprint of Structures and Parking/Paving):	
< 2,000 sq. ft.	500.00
2,000—9,999 sq. ft.	1,000.00
10,000—19,999 sq. ft.	1,200.00
20,000—39,999 sq. ft.	1,600.00
40,000—59,999 sq. ft.	2,000.00
> 59,999 sq. ft.	3,000.00
Amendments to Approved Site Plans (No Increase in Square Feet of Footprint of Structure and Parking/Paving):	500.00
Extraction Review	1,000.00
Conditional Use Permits:	500.00
Misc. Review:	400.00

B. A draw account shall be set up for engineering inspection costs for all applicable projects. The amount is due before final project approval. The minimum deposit is based on the following spreadsheet. If a project's costs exceed the minimum amounts shown, the applicant shall be required to submit additional funds to cover the inspection costs, and occupancy permits may be withheld until these additional fees funds are paid.

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Schedule for Engineering Inspection  
Draw Account

<i>Project Types</i>	<i>Minimum Deposit</i>
Private Way (Based on Number of Lots Served, With No Subdivision Involved):	
1 Lot	\$ 500.00
2 Lots	750.00
3—4 Lots	1,000.00
5—10 Lots	1,500.00
> 10 Lots, per lot	+ 100.00
Subdivisions:	
< 5 Lots	2,000.00
5—15 Lots	2,500.00
> 15 Lots	3,000.00
Site Plan Review (Based on Square Feet of New Footprint of Structures and Parking/Paving):	
< 2,000 sq. ft.	500.00
2,000—9,999 sq. ft.	1,000.00
10,000—39,999 sq. ft.	1,500.00
40,000—79,999 sq. ft.	2,000.00
> 80,000 sq. ft.	3,000.00
Misc. Inspection:	400.00

C. At the end of the review process, any remaining funds shall be returned to the applicant. The City of Biddeford will have 45 days from the date of the notice of decision for review draw accounts to process and forward the remaining funds to the applicant. For inspection draw accounts, the City of Biddeford shall have 45 days from when the engineering department submits its final report approving the project.

4. *Subdivision review.*

A. Charges for subdivision review are nonrefundable. The fees shall be as follows:

1. Minor subdivisions.
  - a. No more than four lots;
  - b. All lots having required street frontage on existing accepted streets or roads.
    - (1) \$500.00 plus \$100.00 per lot or dwelling unit (40 percent is due at concept application submission, with the remaining 60 percent due at preliminary application submission); or

- (2) \$100.00 for minor revision to approved plans (100 percent due at time of application).

2. Major subdivisions.

- a. Five or more lots; and/or
- b. Construction of new street or roadway, either public or private;
- c. Extension of water and sewer lines to service the several lots.
  - (1) \$500.00 plus \$100.00 per lot or dwelling unit (40 percent is due at concept application submission, with the remaining 60 percent due at preliminary application submission);
  - (2) \$500.00 for final (100 percent due at time of final application); and/or
  - (3) \$100.00 for minor revision to approved plans (100 percent due at time of application).

3. These charges shall be paid at time of application. No project shall be presented to the planning board for preliminary approval without having paid these charges.

B. Further, in the event that a given project may require more detailed review and analysis, which would include any additional review of preliminary and final review of subdivision plans, excluding the concept, and initial preliminary and final reviews, the planning board when determining the level of review needed, will require that a draw account be established to cover the additional costs.

1. The board shall require an estimate of costs for review from the planning department and the city engineer. This cost shall be based on the estimated amount of time needed to review the project and the hourly pay rate for the given department.

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Work orders for reviews shall be maintained by the planning/engineering departments and shall be made part of the project file.

2. A minimum of \$1,500.00 shall be deposited with the city through the planning department. This sum shall be deposited into a non-interest-bearing draw account. Once authorization is given from the engineering department in the form of an invoice, the finance department shall make drafts from the draw account, payable to the City of Biddeford. When this account is drawn down to a level of \$500.00 or less, the applicant shall be required to deposit an additional \$1,500.00.
  3. At the end of the review process, any remaining funds shall be returned to the applicant. The City of Biddeford will have 45 days from the date of the notice of decision to process and forward the remaining draw account to the applicant.
- C. All applications shall include a nonrefundable administrative fee of \$20.00 to be submitted at the time of application.
5. *Site review.*
- A. Charges for site review such as for multi-family, commercial, industrial or non-profit, and other development, are due at the time of application. No project shall be presented to the planning board for final approval without having paid these charges. All fees are nonrefundable and are as follows:
    - (1) *Site plan review:*
      - a. \$250.00 for up to 1,999 square feet footprint of structures and paving/parking;
      - b. \$500.00 for 2,000 to 9,999 square feet footprint of structures and paving/parking;
      - c. \$1,000.00 for 10,000 to 14,999 square feet footprint of structures and paving/parking;
      - d. \$1,500.00 for 15,000 to 19,999 square feet footprint of structures and paving/parking;
      - e. \$2,000.00 for 19,999 to 29,999 square feet footprint of structures and paving/parking;
      - f. For projects with more than 29,999 square feet footprint of structures and paving/parking, \$2,000.00 plus an additional \$15.00 for each additional 1,000 square feet footprint of structures and paving/parking (rounded to the nearest 1,000 square feet).
    - (2) *Any conversion with no new construction:* \$100.00.
  - B. All applications shall include a nonrefundable administrative fee of \$40.00 to be submitted at the time of application.
  - C. Further, in the event that a given project may require more detailed review and analysis, which would include any additional review of final review of site plans, excluding the pre-conference review, the planning board when determining the level of review needed, will require that a draw account be established to cover the additional costs.
    1. The board shall require an estimate of costs for review from the planning department and the city engineer. This cost shall be based on the estimated amount of time needed to review the project and the hourly pay rate for the given department. Work orders for reviews shall be maintained by the planning/engineering departments and shall be made part of the project file.
    2. A minimum of \$1,500.00 shall be deposited with the city through the planning department. This sum shall be deposited into a non-interest-bearing draw account. Once authorization is given from the engineering department in the form of an invoice, the finance department shall

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make drafts from the draw account, payable to the City of Biddeford. When this account is drawn down to a level of \$500.00 or less, the applicant shall be [required to] deposit an additional \$1,500.00.

3. At the end of the review process, any remaining funds shall be returned to the applicant. The City of Biddeford will have 45 days from the date of the notice of decision to process and forward the remaining draw account to the applicant.

6. *Conditional use.*

- A. Charges for these reviews shall be the same as either subdivision or site review. Basic application fee is \$200.00.
- B. The applicant shall pay for legal expenses and engineering expenses incurred by the city in reviewing plans.
- C. All applications shall include a nonrefundable administrative fee of \$40.00 to be submitted at the time of application.

7. *Other reviews.*

- A. Any proposed amendments to the zoning ordinance or zoning map shall be charged a \$1,000.00 nonrefundable fee, plus the applicant shall pay for legal expenses and engineering expenses incurred by the city in reviewing plans.
- B. Basic application fees for other reviews such as home occupations, private right of way, minor lot line revision, and change of use is \$200.00.
- C. All applications shall include a nonrefundable administrative fee of \$40.00 to be submitted at the time of application.

8. *Contract and conditional zones.*

- A. \$1,000.00 per application (this includes contract and conditional zoning, and would not be proposed until passed the concept stage at council).

- B. The applicant shall pay for legal expenses and engineering expenses incurred by the city in reviewing plans, contract documents and developing the agreement.
- C. All applications shall include a nonrefundable administrative fee of \$40.00 to be submitted at the time of application.

9. *Administrative appeals and variance requests.*

- A. A fee of \$50.00 shall be charged to cover administrative costs for administrative appeals and variance requests. Such fee shall be paid by check to the City of Biddeford at time of application.
- B. The applicant may be charged additional costs for photocopying and legal reviews. Such costs shall be substantiated by invoice from the legal firm involved or a listing of copies made (photocopying costs shall not exceed \$50.00).
- C. Applicants shall pay for first class postage for notification of abutters. This cost shall be billed to the applicant prior to final approval of plans.

10. *Shoreland zoning review.*

*Review fee:* \$100.00, due at time of application. All applications shall include a nonrefundable administrative fee of \$40.00 to be submitted at the time of application.

11. *Extraction review.*

- A. Review fee: \$100.00, due at time of application. All applications shall include a nonrefundable administrative fee of \$40.00 to be submitted at the time of application.
- B. Further, in the event that a given project may require more detailed review and analysis, the planning board when determining the level of review needed, will require that a draw account be established to cover the additional costs.
  1. The board shall require an estimate of costs for review from the planning department and the city engineer. This cost shall be based on the estimated amount of time needed to

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review the project and the hourly pay rate for the given department. Work orders for reviews shall be maintained by the planning/engineering departments and shall be made part of the project file.

2. A minimum of \$1,500.00 shall be deposited with the city through the planning department. This sum shall be deposited into a non-interest-bearing draw account. Once authorization is given from the engineering department in the form of an invoice, the finance department shall make drafts from the draw account, payable to the City of Biddeford. When this account is drawn down to a level of \$500.00 or less, the applicant shall be required to deposit an additional \$1,500.00.
3. At the end of the review process, any remaining funds shall be returned to the applicant. The City of Biddeford will have 45 days from the date of the notice of decision to process and forward the remaining draw account to the applicant.

(Ord. of 2-4-97(2); Ord. of 6-2-98(4); Ord. No. 2001.64, 7-17-01; Ord. No. 2002.5, 2-5-02; Ord. No. 2003.32, 3-18-03; Ord. No. 2004.17, 3-16-04; Ord. No. 2005.7, 2-15-05)