

# Chapter 166. Fees

[HISTORY: Adopted by the Board of Selectmen of the Town of Guilford 6-11-2003. Amendments noted where applicable.]

## GENERAL REFERENCES

**Building construction**

— See Ch. 148. Flood  
damage prevention —  
See Ch. 174.

**Sewer/septic disposal**

— See Ch. 228. Solid  
waste — See Ch. 236.

**Streets and sidewalks** — See Ch. 241.

**Inland wetlands and watercourses** — See Ch. 271.

**Subdivision of  
land** — See Ch.

**272. Zoning** —  
See Ch. 273.

**[1]** *Editor's Note: This ordinance also repealed former Ch. 166, Fees, adopted as follows: Art. I, Engineering Department, adopted 3-9-1987 by the Board of Selectmen, as amended; Art. 11, Planning and Zoning, Zoning Board of Appeals and Inland Wetlands, adopted 4-18-1994 by the Board of Selectmen, as amended.*

## Article I. Health, Brush & Leaf Facility, Engineering

### § 166-1. Fee Schedule

The following is a schedule of fees to be collected at the time of application and prior to requests for inspections.

#### A. Sewage disposal systems:

- (1) Permit to construct new residential or commercial: \$175
- (2) Permit to construct repairs residential or commercial: \$100
- (3) Professional Engineer Plan Review: \$50
- (4) B100a Review: \$50
- (5) Soil testing
  - (a) For septic repair: \$50
  - (b) For B100a review: \$50

(c) Subdivisions and PRD's test pit inspections:

1. One or more proposed lots (per lot): \$75

2. Retesting (per lot): \$75

B. Well drilling permits: \$50

C. Mortgage letters / file search fee: \$35

D. Food establishments:

(1) annual fee:	Class I	\$75
	Class II	\$100
	Class III	\$125
	Class IV	\$150

(2) Plan review: \$100

(3) Temporary food vendor (not to exceed 14 days): \$45

(4) Itinerant vendor, food trucks and carts (annual): \$75

(5) Farmers market: \$25

(6) Late license application fee (per day): \$10

E. Public pools: \$75

F. Day care: \$75

G. Nail salons: \$50

H. Hair salon / barber: \$50

I. Brush and leaf disposal:

(1) Car / SUV:

(a) Per trip: \$3

(b) Per five trip ticket: \$15

(2) Pick-up trucks, trailers and dumpsters (each cubic yard): \$10

(3) Large Trucks:

(a) 6 Wheel dump truck: \$80

(b) 10 Wheel tri-axel dump truck: \$180

J. Inspection of new town roads by town staff (per 100 feet or fraction thereof): \$200

Required inspections: drainage systems, roadway staking, rolled subgrade, gravel base, processed stone base, asphalt pavement and final inspection.

K. Flood hazard permit application fee: \$50

## **Article II. Planning & Zoning, Inland Wetlands and Administrative Fees**

### **§ 166-2. Fee Schedule**

The fees for Planning and Zoning, Zoning Board of Appeals and Inland Wetlands Commission applications shall be determined in accordance with the following schedule. The fee shall be submitted at the time of application.

A. Planning and Zoning Commission:

(1) Regulation Text or Map Amendment: \$500

(2) Subdivision: \$250 base fee plus \$100 per lot

(3) Special Permits:

(a) Open space subdivision:

1. 10 lots or less: \$250

2. More than 10 lots: \$500

(b) Affordable Housing:

1. 50 units or less: \$250

2. More than 50 units: \$500

(c) Planned Residential Development "PRD":

1. 50 units or less: \$500

2. More than 50 units: \$1,000

(d) Excavation: \$600

(e) Residential uses 1-2 family & accessory: \$200

(f) Commercial and multi-family uses

1. Up to 5,000sq.ft. building size/renovation: \$350

2. Over 5,000sq.ft. building size/renovation: \$600

(4) Site Plan

(a) New construction/renovation up to 5,000sq.ft. building size: \$250

(b) New construction/renovation over 5,000sq.ft. building size: \$500

(5) Coastal Area Management

(a) With another application: \$75

(b) Without another application: \$100

B. Zoning Board of Appeals:

(1) Variance: \$200

(2) Appeals: \$250

(3) Location approval: \$200

C. Zoning Approvals/Certificate of Zoning Compliance

(1) Application for Zoning Compliance: \$25

(2) Updated Certificate of Zoning Compliance: \$50

(3) Sign permits: \$25 per sign

D. Inland Wetlands Commission.

(1) Boundary clarification or map amendment:

(a) Less than and including first 500 linear feet: \$175

(b) From 500 to 1,000 linear feet: \$350

(c) Any Additional Amount over 1,000 linear feet: \$500

(2) REGULATED USES- As defined by Section 271- 6 and § 271-12 of the Inland Wetlands Regulations.

(a) RESIDENTIAL USES (Activities carried out on property developed for permanent housing or being developed to be occupied by permanent housing for one or two units): \$225

(b) COMMERCIAL/INDUSTRIAL/RESIDENTIAL THREE UNITS OR GREATER/ ALL OTHER USES (activities carried out on property developed for industry, commerce, trade, recreation, or business, or

being developed to be occupied for such purposes, for profit or nonprofit  
OTHER USES - means activities other than residential uses or  
commercial uses:

1. Less than and including first 2,500 square feet : \$300
2. From 2,501 to 50,000 square feet: \$600
3. Additional amount over 50,000 square feet: \$600 plus \$2/1,000 sq. ft.

(c) Agent Approval: \$125

(3) Significant Activity Fee: \$375

(4) Subdivision/Resubdivision:

(a) Preliminary review with no activity in regulated area: \$75

(b) Preliminary review with regulated area: \$200

Final review of any activity within the regulated area will require a Regulated Activity application and be charged at the rates listed above for Residential Uses and Commercial/Industrial/ Residential Three units or Greater/ All Other Activities. Separate Regulated Activity applications are required for each approved lot and subdivision infrastructure.

(5) Modification: \$50

(6) Extension or Transfer of Application: \$50

(7) Application for work done without a permit is subject to double the fee for the regulated activity.

(8) Boundary Clarification:

(a) Less than and including the first 500 linear feet: \$175

(b) From 500 to 1,000 linear feet: \$300

(c) Any additional amount over 1,000 linear feet: \$500

(9) Regulation Amendment Petition: \$500

(10) Medallions: \$2.00 each

(11) State Fee: Per State Requirements

(12) Complex application fee: The Commission may charge an additional fee sufficient to cover the cost of reviewing and acting on complex applications, as stated in the Code of the Town of Guilford, Chapter 166, fees, Article III.

#### E. Administrative Fees

- (1) Copies(11'x17" or less): \$0.50 per page.
- (2) Maps and large copies:
  - (a) black and white 2'x3': \$5  
-larger than 2'x3' add \$0.50 per additional square foot
  - (b). color 2'x3': \$15  
-larger than 2'x3' add \$1.75 per additional square foot
- (3) Public hearing sign: \$5
- (4) Copy of Zoning regulations: \$35

### **Article III. Payment for Costs of Services**

[Added 9-18-2006]

#### **§ 166-3. Authority to collect payment for direct costs.**

In addition to the fixed fees set forth in Article II, a land use agency of the Town (Planning and Zoning Commission, Inland Wetlands Commission, Zoning Board of Appeals, Historic District Commission) may collect payment for direct costs of services performed by other than Town employees, including, but not limited to, any expert or professional consultants who assist in reviewing an application, or persons providing legal, stenographic or transcription services associated with the processing of an application.

#### **§ 166-4. Estimate of expense; deposit; refunds.**

The expense of any additional services shall be estimated by the land use agency, based on a preliminary estimate prepared by a qualified party or expert, and the estimated cost of reviewing the application times 110% shall be paid by the applicant and deposited with the agency or its designated agent. Such deposit shall be made prior to review of the application and/or its submission. On completion of the furnishing of review services and final action by the agency on the application, the agency shall determine the cost incurred for the review and refund any excess monies to the applicant. If the cost exceeds the deposit, the applicant shall, upon demand of the agency and/or its designated agent, immediately remit the balance to the Town.