

ORIGINAL



TOWN OF  
**HOLLIS**  
NEW HAMPSHIRE

**RESOLUTION 2009-04  
TO REVISE AND ADOPT  
THE SCHEDULE OF FEES AND CHARGES**

---

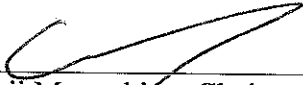
<i>Introduction:</i>	06/22/09
<i>Second Reading:</i>	07/27/09
<i>Public Hearing:</i>	09/28/09
<i>Adopted:</i>	09/28/09

**WHEREAS** The Board of Selectmen approved a schedule of fees and charges on July 24, 2000 and has updated said schedule periodically since adoption; and

**WHEREAS** It has become necessary to update and revise the current schedule of fees and charges to cover reasonable costs of regulatory, administrative and enforcement services provided by town departments and personnel; and

**WHEREAS** The legislative body adopted RSA 41:9-a by majority vote at the March 16, 1990 Annual Town Meeting which granted the Board of Selectmen authority to establish and amend fees.

**NOW THEREFORE BE IT RESOLVED**, by the Hollis Board of Selectmen that the schedule of fees and charges, as hereto attached, be adopted and take effect upon adoption.

  
\_\_\_\_\_  
Vahrij Manoukian, Chairman  
Hollis Board of Selectmen

# TOWN OF HOLLIS - Schedule of Fees and Charges

## Building Department

ORIGINAL

ACTIVITY	CURRENT
<b>Application Fee</b>	\$ 15.00
Late Filing Fee - fee charged to all permits issued after construction has started.	150% of timely permit fee
Re-Inspect Fee - If more than 2 inspections are required for the same item, a re-inspect fee will be assessed prior to the re-inspection	\$ 50.00
<b>Residential/Agricultural</b>	
New SFR	
Heated living space	\$ 0.22 per sfa
Attached garage	\$ 0.11 per sfa
Unfinished (available living space left incomplete)	\$ 0.11 per sfa
Additions to SFR	
0 - 250 sf	\$ 50.00
Greater than 250 sf	\$ 50.00 + \$.20 per sfa
Renovations to SFR	
Finish of unfinished area	\$ 0.11 per sfa
Interior Alterations (structural)	\$ 0.11 per sfa
Structural Repairs	
Decks & Porches	\$ 0.11 per sfa
0 - 250 sf	\$ 35.00
Greater than 250 sf	\$ 35.00 + \$.20 per sfa
<b>Accessory Structures</b>	
0 - 250 sf	\$ 35.00
Greater than 250 sf	\$ 35.00 + \$.20 per sfa
<b>Frame Structures</b> - covered with plastic, fabric, and/or canvas	
0 - 250 sf	\$ 25.00
Greater than 250 sf	\$ 25.00 + \$.15 per sfa
<b>Commercial/Business</b>	
New construction (occupied)	\$ 0.40 per sfa
Additions - 0-250 sf	\$ 50.00
Additions - greater than 250 sf	\$ 50.00 + \$.30 per sfa
Tenant Fit-up (finished or unfinished)	\$ 0.20 per sfa
Structural Repairs	\$ 0.10 per sfa
<b>Special Inspection Fees</b>	
Site Inspections - Engineering Consultant to perform inspection services of driveway, wetland buffer, erosion control, etc. (\$300.00 minimum escrow required)	Hourly Rate
<b>Septic Inspection Fees</b>	
Septic Permit (Full & Repair) - includes: witnessing test pits; plan review; inspections [bed bottom and final]; consultation with applicant/designer	\$ 225.00
Review of Revised/As-Built Plans	\$ 50.00 per hour
Re-Inspect Fee	\$ 50.00 per hour
Inspection of Test Pits for subdivision approval	\$ 50.00 per hour
Septic Inspections for structural alterations (not associated with new install or repair of septic)	\$ 50.00 per hour
<b>Certificate of Occupancy and Use</b>	
Business/Commercial CO	\$ 100.00
Business / Tenant CO	\$ 50.00
Home Based Business	\$ 25.00

Amended 09/28/09  
Amended 06/15/06  
Amended 02/4/02  
Adopted 07/24/00

# TOWN OF HOLLIS - Schedule of Fees and Charges

## Building Department

**ORIGINAL**

ACTIVITY	CURRENT	
<b>Electrical</b>		
New Construction		
Residential / Agricultural - up to 2,000 sf	\$ 75.00	+ \$.02 per sfa over 2,000 sf
Commercial - up to 1,500 sf	\$ 100.00	+ \$.03 per sfa over 1,500 sf
Additions		
Greater than 500 sf and less than 1,000 sf	\$ 50.00	
Greater than 1,000 sf	\$ 75.00	
Service Upgrades (100A)	\$ 50.00	+ \$25.00 for each 100A
All other/Minimum	\$ 35.00	
<b>Plumbing</b>		
New Construction		
Residential / Agricultural - up to 2 1/2 baths	\$ 75.00	+ \$25.00 per additional bath
Commercial - up to 6 baths	\$ 100.00	+ \$25.00 per additional bath
Additions		
Bath or Kitchen	\$ 50.00	
All other/Minimum	\$ 35.00	
<b>Mechanical</b>		
New Construction		
Residential / Agricultural - up to 2,000 sf	\$ 75.00	+ \$.02 per sfa over 2,000 sf
Commercial - up to 1,500 sf	\$ 100.00	+ \$.03 per sfa over 1,500 sf
Additions		
Greater than 500 sf and less than 1,000 sf	\$ 50.00	
Greater than 1,000 sf	\$ 75.00	
A/C Unit	\$ 50.00	
Heat Conversion	\$ 50.00	
Furnace Upgrade	\$ 40.00	
Burner Replacement	\$ 35.00	
All other/Minimum	\$ 35.00	
<b>Automatic Sprinkler Fire Protection</b>		
New Construction		
Residential / Agricultural	\$ 300.00	
Commercial up to 5,000 sq ft	\$ 600.00	
Renovations		
Residential / Agricultural	\$ 150.00	
Commercial up to 5,000 sq ft	\$ 300.00	
Finish of Unfinished Areas	\$ 60.00	
<b>Miscellaneous</b>		
Chimney/Fireplace, LP Insert, Woodstove	\$ 40.00	
Swimming Pools (does not include electrical or mechanical fees)		
Inground	\$ 60.00	
Above ground	\$ 40.00	
Bond for Pool Fencing - Inground	Amount set by ordinance	
Bond for Pool Fencing - Above Ground	Amount set by ordinance	
Signs		
Commercial (new)	\$ 50.00	
Residential	\$ 25.00	
Home Based Business	\$ 25.00	
Demolition of Structure		
0 - 500 sf	\$ 25.00	
Greater than 500 sf	\$ 50.00	
Cell Towers (includes electrical fees)	\$ 250.00	
Wind Turbines (electric permit & certified mailing required)	\$ 75.00	

Amended 09/28/09  
 Amended 06/15/06  
 Amended 02/4/02  
 Adopted 07/24/00

# TOWN OF HOLLIS - Schedule of Fees and Charges

## Land Use Departments (Planning, Zoning & HDC)

ORIGINAL

ACTIVITY	CURRENT
<b>Zoning Board of Adjustment</b>	
Application Fee	\$ 50.00
Certified Mailing	Current mail rate
<b>Historic District Commission</b>	
Application Fee	No charge
Sign application Fee	No charge
<b>Subdivision Applications</b>	
Conceptual Review	No charge plus regular mail rate
Design Review	\$ 75.00 plus certified mail rate
Lot Line Adjustment	\$ 75.00 plus certified mail rate
Subdivision	\$ 75.00 per lot, plus certified mail rate
Tax Map Fee	\$ 25.00 per lot
<b>Site Plan Applications</b>	
Conceptual Review	No charge plus regular mail rate
Design Review	\$ 100.00 plus certified mail rate
Minor Site Plan	\$ 100.00 plus certified mail rate
Major Site Plan	\$ 200.00 plus certified mail rate
Modification to Site/Subdivision Plan	\$ 75.00 plus certified mail rate
<b>Postage</b>	
Certified Mail Notification	Current mail rate
Regular Mail Notification	Regular mail rate
<b>Recordings</b>	
Plans	\$ 40.00 per sheet
Documents	Per HCRD
<b>Miscellaneous</b>	
Scenic Road Hearing	\$ 50.00 plus legal notice & certified mail rate
Regional Impact Hearing	\$ 50.00 plus legal notice & certified mail rate
Miscellaneous Applications	\$ 75.00 plus legal notice & certified mail rate
Consultant Review	Hourly Rate
<b>Zoning Ordinance/Regulations</b>	
Zoning Ordinance	\$ 20.00
Regulations	\$ 5.00
Zoning Ordinance & Regulations	\$ 25.00

Amended 09/28/09  
Amended 06/15/06  
Amended 02/4/02  
Adopted 07/24/00

**TOWN OF HOLLIS - Schedule of Fees and Charges**  
**Department of Public Works**

ORIGINAL

ACTIVITY	FEE
<b>Permits</b>	
Driveway (new)	\$ 50.00
Driveway (reconstruction/paving)	\$ 25.00
Temporary Access	\$ 25.00 plus \$1,500 security
Trench / Road Opening	\$ 25.00 plus \$1,500 security
<b>Stump Dump Disposal Area</b>	
All Material Must Originate In Hollis	
Any Vehicle 1 Ton or Larger Is Considered Commercial	
<b>Mixed Painted or Stained Wood, Paneling, Plywood &amp; Chipboard</b>	
Hollis Resident	\$ 35.00 cubic yard
Commercial	\$ 35.00 cubic yard
<b>Sheetrock &amp; Pressure Treated Wood</b>	
Hollis Resident	\$ 45.00 cubic yard
Commercial	\$ 45.00 cubic yard
<b>Asphalt Shingles (free of metal, wood &amp; other foreign materials)</b>	
Hollis Resident	\$ 75.00 cubic yard
Commercial	\$ 75.00 cubic yard
<b>Stumps, Logs &amp; Hard Fill</b>	
Hollis Resident	No charge
Commercial	\$ 10.00 per cu yd
<b>Brush &amp; Clean wood (any vehicle 1 ton or larger is considered commercial)</b>	
Hollis Resident	No charge
Commercial	\$ 5.00 per cu yd
<b>Leaves, grass, manure, compost, etc</b>	
No charge	
<b>Transfer Station</b>	
All Material Must Originate In Hollis	
Any Vehicle 1 Ton Or Larger Is Considered Commercial	
<b>Transfer Station Sticker</b>	\$ 2.00 per vehicle
<b>Electronic Disposal</b>	
Laptops & Microwaves	\$ 5.00 per unit
Computer Monitors & Miscellaneous Items	\$ 10.00 per unit
TV's under 36"	\$ 10.00 per unit
TV's over 36 & Console TV's	\$ 20.00 per unit
<b>Tire Disposal</b>	
Auto Tires up to 17"	\$ 3.00 per tire
Auto Tires with rims up to 17 "	\$ 5.00 per tire
Truck Tires 17 to 20"	\$ 10.00 per tire
Truck Tires 22 to 24"	\$ 12.00 per tire
Truck Tires with rim	\$ 16.00 per tire
Tractor Tires	\$ 25.00 per tire
Loader Tires	\$ 50.00 per tire
<b>Refrigerators, Air Conditioners, Dehumidifiers</b>	\$ 15.00 each
<b>Propane Tanks</b>	
One Pound	No Charge
Twenty Pounds	\$ 5.00 each
Greater than Twenty Pounds	\$ 20.00 each
<b>Equipment &amp; Operator Hourly Rates</b>	
Chain Saw	\$ 35.00 per hour
Pick up and 1 Ton Truck,	\$ 40.00 per hour
Dump Truck	\$ 45.00 per hour
Tractor & Rake	\$ 50.00 per hour
Backhoe	\$ 65.00 per hour
Loader, Excavator, and Shovel Dozer	\$ 85.00 per hour
Grader	\$ 100.00 per hour

# TOWN OF HOLLIS - Schedule of Fees and Charges

Town Clerk

ORIGINAL

ACTIVITY	CURRENT	
<b>Dog License</b>		
Male	\$ 9.00	
Female	\$ 9.00	
Spayed/Neutered	\$ 6.50	
Owner over 65	\$ 2.00	
Penalty after May 31	\$ 1.00	plus \$.50 State of NH
Forfeiture fine after May 31	\$ 25.00	
<b>Motor Vehicle Registration</b>		
Motor Vehicle Registration Fee	\$ 1.00	
Motor Vehicle Transportation Registration Fee	\$ 1.00	
Motor Vehicle Title Fee	\$ 2.00	plus \$25 State of NH
State Decals	\$ 2.50	
<b>Marriage License</b>		
Local	\$ 7.00	
State	\$ 38.00	
<b>Certified Copies</b>		
Birth, Marriage, Death - Local fee (1st copy)	\$ 4.00	plus \$8 State of NH
Birth, Marriage, Death - Local fee (2nd copy)*	\$ 3.00	plus \$5 State of NH
*(only if requested at same time as 1st copy)		
<b>Voter Registration Information</b>		
Voter Registration Checklist (print-out) RSA 654:31	\$ 25.00	each
Voter Registration Checklist (disk)	\$ 30.00	per disk
Certified Voter Affidavit Card	\$ 4.00	
<b>Sheriff Writ or Petition</b>	\$ 0.50	
<b>Filings</b>		
Articles of Agreement	\$ 5.00	
Dredge and Fill Plans	\$ 10.00	
Pole License	\$ 10.00	

Amended 09/28/09  
Amended 06/15/06  
Amended 02/4/02  
Adopted 07/24/00

# TOWN OF HOLLIS - Schedule of Fees and Charges

## Town Hall

ORIGINAL

ACTIVITY	CURRENT	
<b>Copies</b>		
letter - single or double sided	\$	0.25 per page
legal - single or double sided	\$	0.50 per page
ledger (tax maps - one sided)	\$	1.00 per page
<b>Returned Checks</b>	\$	25.00
<b>NH Right-To-Know Requests</b>		Labor and Material
<b>Electronic Documents</b>	\$	30.00 plus cost
<b>GIS Maps</b>	\$	30.00 plus cost
<b>Fax Service</b>		
local		No charge
toll	\$	5.00 per page
<b>Notary Services</b>		
Resident		No charge
Non-Resident	\$	5.00
<b>Tax Collector</b>		
Duplicate Paid Tax Bill (resident)		No charge
Duplicate Paid Tax Bill (non-resident)	\$	1.00
Single Tax Map Copy	\$	1.00
Set of Tax Maps	\$	30.00
<b>Assessing</b>		
Copy of Property Assessment Card (property owner)		No charge
Copy of Property Assessment Card	\$	1.00
Owner/Assessment Listing electronic file	\$	30.00
Certified Mailing		Current mail rate
Pictometry (\$25 License / \$15 Town)	\$	40.00 per image
<b>Lawrence Barn Community Center Rental</b>		
Hollis Community Organization / Non-profit	\$	50.00 4 hour minimum
Private Event	\$	125.00 4 hour minimum
Regional Non-Profit (with more than 50% hollis members)	\$	125.00 4 hour minimum
Regional Non-Profit (with less than 50% hollis members)	\$	250.00 4 hour minimum
Hollis Recreation Program Facility Charge	\$	10.00 per participant
<b>Town Hall Rental</b>		
Meeting fee (non-profit organizations)	\$	10.00 4 hour maximum
Community Room / Upper Town Hall Rental Fee	\$	50.00 full day
Regional Non-Profit (with less than 50% hollis members)	\$	100.00 4 hour minimum

Amended 09/28/09  
Amended 06/15/06  
Amended 02/4/02  
Adopted 07/24/00

# TOWN OF HOLLIS - Schedule of Fees and Charges Cemetery

ORIGINAL

ACTIVITY	CURRENT			
<b>Lot Fees</b>				
One Grave Lot (50% perpetual / 50% General Fund)	\$		300.00	
Two Grave Lot (50% perpetual / 50% General Fund)	\$		600.00	
Three Grave Lot (50% perpetual / 50% General Fund)	\$		900.00	
Four Grave Lot (50% perpetual / 50% General Fund)	\$		1,200.00	
Two Grave Monument Lot (East Cemetery)	\$		750.00	
<b>Summer Burial Fees (April 1 to Novmeber 30)</b>				
		Mon-Fri		Sat
Full Burial	\$	350.00	\$	500.00
Infant Burial	\$	100.00	\$	100.00
Cremation	\$	200.00	\$	350.00
Limb Burial	\$	75.00	\$	75.00
Disinterment	\$	500.00		N/A
<b>Winter Burial Fees (December 1 to March 31)</b>				
		Mon-Fri		Sat
Full Burial	\$	500.00	\$	650.00
Cremation	\$	350.00	\$	500.00
Infant Burial	\$	250.00	\$	250.00
Limb Burial	\$	225.00	\$	225.00
Disinterment	\$	650.00		N/A

Two Days notice required for all burials  
No disinterments will be performed on Saturdays

# TOWN OF HOLLIS - Schedule of Fees and Charges

## Police Department

ORIGINAL

ACTIVITY	CURRENT
<b>Police Reports (up to 10 pages)</b>	\$ 15.00
Police Reports (each additional page)	\$ 0.25
For Victims Of Crimes	No charge
For Public Defender Program	No charge
<b>Accident Report (up to 10 pages)</b>	\$ 15.00
Accident Report (each additional page)	\$ 0.25
<b>Dispatch Center Logs (up to 10 pages)</b>	\$ 15.00
Dispatch Center Logs (up to 10 pages)	\$ 0.25
<b>Photographs</b>	
CD-ROM (up to 20 photos)	\$ 25.00
35MM and Polaroid	\$ 10.00 each
<b>Good Conduct Letter</b>	\$ 10.00
<b>DVD video copy</b>	\$ 35.00
<b>Audio tape copy</b>	\$ 35.00
<b>Finger Print Cards (up to 2)</b>	\$ 30.00
Finger Print Cards (each additional)	\$ 15.00
Finger Print Cards (Hollis Residents)	No charge
<b>Special Duty</b>	
Officer Fee (4 hour minimum charge)	Per Collective Bargaining Agreement
Administrative Fee	\$ 13.80 per hour
Cruiser Fee	\$ 15.00 per hour
<b>Pistol Permits</b>	\$ 10.00 four years
Age over 65 years	No charge
<b>Residential Alarm Permit</b>	\$ 15.00
<b>Commercial Alarm Permit</b>	\$ 25.00
<b>Reapplication for Alarm Permit</b>	\$ 5.00
<b>Alarm Fines</b>	Per Town Ordinance
<b>Parking Fines</b>	Per Town Ordinance
<b>Animal Control</b>	
Kennel Fees	\$ 25.00 per day
Fines	Per RSA

Amended 09/28/09  
 Amended 06/15/06  
 Amended 02/4/02  
 Adopted 07/24/00

# TOWN OF HOLLIS - Schedule of Fees and Charges

## Fire Department

ORIGINAL

ACTIVITY	CURRENT
<b>For The Following Types of Fires</b>	
Fires: Permitted Out of Control Fires	Personnel, supplies & equipment
Fires: Illegal Burns	Personnel, supplies & equipment
Fires: Arson	Personnel, supplies & equipment
Fires: Hazmat	Personnel, supplies & equipment
<b>Equipment</b>	
13 E 1	\$ 85.00 per hour
13 E 3	\$ 85.00 per hour
13 P 1	\$ 100.00 per hour
13 L 1	\$ 100.00 per hour
13 T 1	\$ 50.00 per hour
13 T 4	\$ 50.00 per hour
13 F 2	\$ 50.00 per hour
13 F 1	\$ 35.00 per hour
Rescue Boat	\$ 20.00 per hour
13 A 1 for Standby	\$ 50.00 per hour
<b>Ambulance Calls:</b>	Amount Allowed by Medicare or Private Insurance
<b>Special Duty Pay</b>	Per Collective Bargaining Agreement
<b>False Alarms: (more than 4 to 12 month period)</b>	\$ 25.00
<b>Fire Reports</b>	\$ 15.00
<b>Insurance Reports</b>	\$ 15.00
<b>Fire/Burn Permit</b>	No fee

Amended 06/15/06  
 Amended 02/4/02  
 Adopted 07/24/00