



RESOLUTION

Number 2023-052

To Adopt a Revised Fee and Fine Schedule for Town Services,
Ordinances and Regulatory Programs

WHEREAS, Section 7.2 of the Town Charter empowers the Town Council to regulate all fees for the use of Town services; and

WHEREAS, Article 6 of the Town Charter empowers the Town Council as the Legislative Body of the Town to adopt or amend ordinances, which includes the authority to establish a fine structure for violation of town ordinances; and

WHEREAS, most of the Town's fees and fines have not been updated for many years and are in need of adjustment to reflect the cost of providing services and to serve as an effective deterrent to violating town ordinances;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the proposed Schedule of Fees and Fines for the use of Town services and the violation of Town ordinances is hereby adopted; and

BE IT FURTHER RESOLVED that Town Ordinances referenced in the attached Schedule are hereby amended to incorporate the revised fee and fine structure as enacted by the Town Council.


This Resolution shall take effect thirty days after its passage.

Adopted: August 15, 2023.

Attest:

x 

Charles Foote, Council Chair
Date: 8/15/23

x 

Cristina Guilford, Town Clerk
Date: August 15, 2023

Town of
Schedule of Fees
8/15/2023

FY23 Estimate

Department/Fee	Last Revised	Ordinance Citation	Current Fee	Recommended Fee	FY23	Estimate
Town Wide						
Copy Charges			Varies	\$0.50		
Notary Public Charge			None	\$3.00		
Administration						
Copy Charges		N/A	\$ 0.25	\$0.50		
Public Gathering Permit	2001	Town Code Chapter 1.04	\$ 30.00	\$50.00	660	1100
Mechanical Amusement - annual/machine	1988	Town Code Chapter 16	\$ 25.00	\$40.00	250	400
Use of Town Facilities (4 hr. block)	2010	Admin. Regulation #22	\$ 80.00	\$100.00		
Sale of Second Hand Weapons	1973	RSA 159	\$ 15.00	\$100.00	90	600
Fire						
		Residential 1 & 2 Unit				
Assembly, Inspection						
Gas Burner - (Does not include cooking appliances or clothes dryers)		Town Code Chapter 51	\$ 50.00	No Charge	4250	6000
Oil Burner		Town Code Chapter 51	\$ 50.00	\$75.00	11600	17400
Underground Fuel Storage Tanks - Gaseous or Liquid		Town Code Chapter 51	\$ 25.00	\$50 up to 500 gallons; >500 gallons - \$75		
Gas Pipe Inspection		Town Code Chapter 51	\$ 50.00	\$75.00	14150	21225
State Licensing - Local Inspection (DOY/DHS/NH-FMO) Ex: Foster, Healthcare, Rehab etc.						
Fireworks - Requiring License/Permit - Commercial		Town Code Chapter 51	\$ -	\$50.00		
Display per event		Town Code Chapter 51	\$ -	\$0.00		
Day-care Facilities		Town Code Chapter 51	\$ 25.00	\$50.00	150	200
Families		Town Code Chapter 51	\$ 50.00	\$75.00		
Group		Town Code Chapter 51	\$ 75.00	N/A		
Center		Town Code Chapter 51	\$ 75.00	N/A		
Blasting permit - Per site		Town Code Chapter 51	\$ 75 - 1 year	\$100/30 days or \$500/yr.	375	450
Reinspection for permitted work		Town Code Chapter 51	\$ 50.00	\$50.00	2400	2400
Third or Additional Re-inspection for permitted work						
Automatic Sprinkler - Install or Modify		Town Code Chapter 51	\$ 50.00	\$100.00		
Installation of a Standpipe		Town Code Chapter 51	\$1/head, \$50 Min.	\$2.00 per head with \$150 minimum		
Fire Alarm - Install or Modify		Town Code Chapter 51	\$	N/A		
Fixed Fire Suppression System - Install or Modify		Town Code Chapter 51	\$1/device, \$50 Min.	\$2.00 per device with \$150 minimum		
Plan Review - Impacted area		Town Code Chapter 51	\$ 0.025 per sf	\$0.05 sf - \$100 min		
Incident reports						
Environmental Research/File Research by Staff						
Fire - less than one year		Town Code Chapter 51	\$ 20.00	\$0.50/page		
Fire - more than one year		Town Code Chapter 51	\$ 25.00	\$0.50/page		
EMS		Town Code Chapter 51	\$ 15.00	\$0.50/page		

Town of Derry
Schedule of Fees
8/15/2023

Department/Fee	Last Revised	Ordinance Citation	Current Fee	Recommended Fee
Master/Radio Box Application for master box number and basic connection		Town Code Chapter 51	\$ 150.00	REMOVE
Application for radio box number and programming		Town Code Chapter 51	\$ 50.00	REMOVE
Municipal alarm circuit extension charge (per pole span)		Town Code Chapter 51	\$ 100.00	REMOVE
Master box disconnect charge service call (temporary physical disconnection from municipal system)		Town Code Chapter 51	\$ 50.00	N/A
Master box reconnect charge service call (required if not on same day as disconnect)		Town Code Chapter 51	\$ 50.00	N/A
Master box "short arm" charge service call (per incident)		Town Code Chapter 51	\$ 50.00	N/A
Fire alarm technicians/listed agents.				
Fire Alarm/Fire Sprinkler Listed Agent - Annual		Town Code Chapter 51	\$ 25.00	N/A
Training fee - Listed Agent - If new or expired greater than 1 year		Town Code Chapter 51	\$ 25.00	N/A
Listed Agent Short Arm		Town Code Chapter 51	\$ 50.00	N/A
Listed Agent Master Box Key		Town Code Chapter 51	\$ 10.00	N/A
Monitoring Fees - Non-Derry Occupancies				
Commercial radio box - annual monitoring charge - \$25/month		Town Code Chapter 51	\$300 or \$25/month	N/A
Residential radio box - annual monitoring charge - \$20/month		Town Code Chapter 51	\$240 or \$20 per month	N/A
Municipal radio box - annual monitoring charge - N/C		Town Code Chapter 51	N/C	No Charge
Municipal occupancies (i.e., Town offices, schools) in communities with dispatch contracts with the Derry Communications Center will be exempted from monitoring fees.				
False Alarm Limit Per Year based on number of devices to system				
1- 225 devices		Town Code Chapter 51		3 false alarms/year allowed
126- 250 devices		Town Code Chapter 51		3 false alarms/year allowed
251- 375 devices		Town Code Chapter 51		5 false alarms/year allowed
376 or more devices		Town Code Chapter 51		10 false alarms/year allowed
First 5 alarms in excess of limit		Town Code Chapter 51		\$50 per alarm
All false alarms in excess of 5 above limit		Town Code Chapter 51		\$100 per alarm
Planning				
Change of Use	2011	Town Code Chapter 170	\$ 25.00	\$50.00
Minor Subdivision (1-3 lots)	2011	Town Code Chapter 170	\$175 + \$50/lot	\$200 + \$50/lot
Major Subdivision (>3 lots)	2011	Town Code Chapter 170	\$200 + \$100/lot	\$300 + \$100/lot
Technical Review Committee	2011	Town Code Chapter 170	\$	\$50.00
Voluntary Merger	2011	Town Code Chapter 170	\$	\$20.00
Lot Line Adjustment	2011	Town Code Chapter 170	\$100/lot	\$100/lot
Multi-Family Residential Condominium	2011	Town Code Chapter 170	\$100/lot	\$100/lot
C/ New Construction	2011	Town Code Chapter 170	\$175 + \$50/unit	\$175 + \$50/unit
C/ additions	2011	Town Code Chapter 170	\$0.15/¢ft up to \$10,000	\$0.15/¢ft up to \$10,000
Site Plan Determination	2011	Town Code Chapter 170	\$0.10/¢ft up to \$5,000	\$0.10/¢ft up to \$5,000
Parking Lot Expansion	2011	Town Code Chapter 170	\$0.07/¢ft up to \$10,000	\$0.07/¢ft up to \$10,000
Legal Notice	2011	Town Code Chapter 170	\$	\$50.00
Abutter Notification	2022	Town Code Chapter 170	Cost + \$31.00	\$11.13
Police				
False Alarms				
1st 3 in calendar year	1991	Chapter 9 Town Code	\$	\$0.00
4-10 in calendar year			\$	\$25.00
11+ in calendar year			\$	\$100.00

900

1800

975

975

1400

1400

Town of
 Schedule of Fees
 8/15/2023

Department/Fee	Last Revised	Ordinance Citation	Current Fee	Recommended Fee
Kennel	1985	Chapter 20 Town Code	\$10 for 24 hrs. Add'l. \$5 for each 24 hrs. thereafter	\$15/day
Parking	2012	Town Code Chapter 150		
No Parking Handicapped		Town Code Chapter 150	\$10-\$20	
Misuse of Handicapped Plates or Placard		Town Code Chapter 150	\$ 75.00 \$ 250.00	\$250.00 \$250.00
Pistol Permits		RSA 159:6	\$ 10.00	\$10.00
Pawnbroker License	2010	Chapter 118 Town Code	\$ 250.00	\$250.00
Reports	1990			
Accident		NHSC opinion	\$10. or \$1/page for fatals	\$0.50/page
Arrests/Criminal		NHSC opinion	\$10 up to 10 pages; \$1/page thereafter	\$0.50/page
Incidents		NHSC opinion	N/A	\$0.50/page
91-A Requests		NHSC opinion	\$	\$0.50/page
Audio/Video		NHSC opinion	\$ 25.00	Actual Cost of Medium plus postage
Photos		NHSC opinion	3x5 - \$5; 8x10 - \$8; Contact Sheets \$15	Actual Cost. plus postage
Taxi License	2004	Chapter 140 Town Code	\$100/yr.; Driver Fee \$25/yr.	\$100/yr.; Driver Fee \$25/yr.
Public Works				
Transfer Station				
Air Conditioner		128-12 D (1)	\$10/each	\$20/each
Stuffed Couch (6 ft)		128-12 D (1)	\$5/each	\$10/each
Stuffed Chair (46 ft)		128-12 D (1)	\$5/each	\$10/each
Refrigerator		128-12 D (1)	\$10/each	\$20/each
Tires		128-12 D (1)	1st 4 free/\$3 next 4	1st 4 free/\$2 each
Hauler Permit		128-12 A (1)	\$100/truck/year	\$800/truck/year
Health				
Type 1	w/200 seats or more	Chapter 55-3	\$500	\$550
Type 2	w/75 to 199 seats	Chapter 55-3	\$350	\$375
Type 3	w/25 to 74 seats	Chapter 55-3	\$215	\$250
Type 4	w/ < 25 seats	Chapter 55-3	\$145	\$175
Type 5	Temporary	Chapter 55-3	\$60	\$75
Code				
Mobile Home (on own land)		108.2.2	\$35 app fee plus \$5 per \$1,000 of construction cost.	\$35 app fee plus \$7 per thousand of construction cost.
Temporary Mobile Home		108.1.2	\$100	\$150
Residential Renovations		108.2.1	\$35 app fee plus \$5 per \$1,000	\$35 app fee plus \$7 per thousand
Commercial Renovations		108.2.1	\$45 app fee plus \$5 per \$1,000	\$45 app fee plus \$7 per thousand
Well - single family		108.2.4	\$25	\$50
Well - 2 to 25 units		108.2.4	\$70	\$100
Well - 26 to 50 units		108.2.4	\$100	\$150
Well - 50+ units		108.2.4	\$150	\$200
Chimney		108.2.5	\$35 per flue	\$50
Deck		108.2.6	\$50	\$50
Farmer's Patch		Add to 108.2.6	\$35 app fee plus \$5 per \$1,000	\$35 app fee plus \$7 per thousand
Shed (up to 150 sq. ft.)		108.2.6.1	\$35	\$50
Shed (over 150 sq. ft.)		108.2.6.1	\$35	\$50
Septic (new or repair)		108.2.7	\$50	\$50 plus \$7 per thousand
Swimming Pool - Above Ground		108.2.8	\$50	\$100
Swimming Pool - In-ground		108.2.8	\$100	\$35 app fee plus \$7 per thousand
Solar Array		108.2.9	\$5 per thousand plus \$35 admin fee	\$7 per thousand plus \$35 admin fee
Foundation Only - residential		108.2.12	\$45	\$50
Foundation Only - commercial		108.2.12	\$45	\$100
Demolition		108.2.13	\$50	\$100
Sign		108.2.10	\$35 flat fee plus .50 cents per sq. ft.	\$45 flat fee plus .50 cents per sq. ft.
Temporary Sign		Add to 108.2.10	\$35 flat fee	\$45 flat fee
Reinspect Fee - residential		108.2.15	\$35	\$50
Reinspect Fee - commercial		108.2.15	\$45	\$100

5280

7500

1410

1410

11810

22000

18310

36600

5710

11420

133

200

5000

5500

6435

7000

8815

1000

11310

13900

1150

1400

400

600

1324

2648

140

200

3500

1000

1050

1200

1200

1500

600

1200

8759

10500

Town of
 Schedule of Fees
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Department/Fee	Last Revised	Ordinance Citation	Current Fee	Recommended Fee
Tax Collector				
Copying Charge			\$	\$0.50
Town Clerk			1.00	
Marriage License		RSA 457:29		
Vital Records Certified Copy		RSA 5-C:10	\$50.00	
Vital Record Amendment		RSA 5-C:85	1st copy - \$15; \$10 each additional	\$50.00
AOP		RSA 5-C:85/RSA 168-A:2	\$10.00	
Dog Licenses:		RSA 466:7	\$10.00	
Not classified below				
Spay/Neutered Dog			\$10.00	
4-7 months of age			\$7.50	
Senior Citizen Owner 1st Dog			\$7.50	
Group Dog License (5 or more)			\$3.00	
Late Fee		RSA 466:6	\$21.00	
Unlicensed		RSA 466:7	\$1.00 per month	
Articles of Agreement		RSA 466:13	\$25.00 plus licensing and late fees	
Town Seal Document		RSA 292	\$5.00	
Voter Checklist			\$3.00	
Full List Digital		RSA 654:31	\$38.50	
Full List Printed			\$61.50	
By District Digital			\$27.00	
By District Printed			\$41.00	
Property Owner Designated Respondent Affidavit		RSA 540:1	\$0.00	\$15.00