

**NEWCASTLE BUDGET
FISCAL YEAR 2025**

PRINTED ON 3/11/2024

REVENUES

	FY22 Actual	FY23 Actual*	FY24 Budget	FY24 YTD	FY25 Manager	Net Change \$	%	NOTES:
GENERAL GOVERNMENT								
15 INTEREST ON CHECKING	17,456.35	25,299.35	20,500.00	62,455.30	50,000.00	29,500.00	143.90%	
18 PERMITS CEO	7,590.00	10,901.20	6,000.00	4,405.00	5,000.00	-1,000.00	-16.67%	
19 PERMITS LPI	5,137.50	6,025.00	3,000.00	3,525.00	4,000.00	1,000.00	33.33%	
20 MOTOR VEHICLE EXCISE	455,957.08	447,357.96	410,000.00	313,800.60	400,000.00	-10,000.00	-2.44%	
21 BOAT EXCISE	5,612.60	4,206.40	3,800.00	1,436.70	4,000.00	200.00	5.26%	
30 AGENT FEE	10,031.60	11,184.40	9,500.00	7,175.80	9,500.00			
33 COPIES & FAXES	50.00	5.07	100.00	12.00	5.00	- 95.00	-95.00%	
34 NOTARY FEES	120.00	120.00	100.00	150.00	100.00			
35 DOG LICENSES	297.00	274.00	300.00	251.00	300.00			
36 LATE DOG FEES	800.00	375.00	300.00	100.00	150.00	- 150.00	-50.00%	
40 FRANCHISE FEES	14,546.80	14,635.74	12,000.00	6,799.07	13,000.00	1,000.00	8.33%	
75 PLANNING BOARD FEES	800.00	700.00	1,200.00	150.00	1,000.00	- 200.00	-16.67%	
76 APPEALS BOARD FEES	0.00	0.00	0.00	0.00	0.00			
91 INTEREST ON TAXES	18,106.67	22,479.55	16,000.00	11,597.26	15,000.00	-1,000.00	-6.25%	
93 UTILIZATION OF UNDESIGNATED FB	0.00	0.00	250,000.00	0.00	52,000.00	-198,000.00	-79.20%	
101 - GENERAL GOVERNMENT TOTALS	536,505.60	543,563.67	732,800.00	411,857.73	554,055.00	-178,745.00	-24.39%	
STATE & FEDERAL REIMB								
05 LRAP-ROAD ASSISTANCE	39,256.00	39,040.00	36,000.00	45,020.00	40,000.00	4,000.00		
40 SNOWMOBILE REIMB	291.28	311.14	200.00	0.00	200.00			
50 REVENUE SHARING	301,397.91	295,918.63	325,000.00	225,873.81	300,000.00	-25,000.00		
55 VETERANS REIMB	2,225.00	1,563.00	2,000.00	1,716.00	1,500.00	- 500.00		
60 ED SUBSIDY	320,330.63	447,912.72	397,971.00	268,475.12	400,000.00	2,029.00		
70 HOMESTEAD REIMB	142,601.00	148,027.00	0.00	168,176.00	0.00			
75 BETE	3,585.00	5,294.00	0.00	5,276.00	0.00			
80 TREE GROWTH REIMB	30,411.88	49,899.35	30,000.00	50,663.73	40,000.00	10,000.00		
302 - STATE & FEDERAL REIMB TOTALS	840,098.70	987,965.84	791,171.00	765,200.66	781,700.00	-9,471.00	-1.20%	
HARBOR/MOORING								
44 MOORING FEES	4,967.51	4,207.25	1,500.00	1,010.00	3,000.00	1,500.00		
801 - HARBOR/MOORING TOTALS	4,967.51	4,207.25	1,500.00	1,010.00	3,000.00	1,500.00	100.00%	
TOTAL REVENUE BUDGET	1,381,571.81	1,535,736.76	1,525,471.00	1,178,068.39	1,338,755.00	-186,716.00	-12.24%	

Newcastle Fee Schedule

Category	State Fee	Town Fee	Total	Additional Information
All fees are yearly unless stated otherwise				
ATVs				*As of 10/25 Town fees for will be \$5.00
Resident	\$70.00	\$1.00/\$2.00	\$71.00/\$72.00	Agent fee is 2.00 for new registrations & 1.00 for renewals
Non-Resident	\$115.00	\$1.00	\$116.00	
Non-Resident 7-day	\$110.00	\$1.00	\$111.00	
Sales Tax	Varies	\$0.00	Varies	5.5% Set by the State
Boats				
	Varies by size	Excise tax/Agent Fee		Excise tax amounts vary and are set by the State. Agent fee is 2.00 for new registrations & 1.00 for renewals
Sales Tax	Varies	\$0.00	Varies	5.5% Set by the State
Certified Copies of Vital Records				
1st Copy	\$2.00	\$13.00	\$15.00	
Additional copies purchased the same day	\$0.40	\$5.60	\$6.00	Fee is for each additional copy
Maine Freedom of Access Act (FOAA)				
Hourly rate		\$25.00	\$25.00	First two hours of staff time at no cost per request
Paper copies		\$0.10	\$0.10	per copy
Shipping Costs				Associated/Needed Shipping at cost
Land Use				See section two
Licenses				
Fishing License - Seasonal Resident*	\$25.00	\$2.00	\$27.00	
Fishing License - Resident 1 Day*	\$11.00	\$2.00	\$13.00	
Fishing License - Seasonal Non- Resident*	\$64.00	\$2.00	\$66.00	
Fishing License - Non-Resident 1 Day*	\$11.00	\$2.00	\$13.00	
Fishing License - Non-Resident 3 Day*	\$23.00	\$2.00	\$25.00	
Fishing License - Non-Resident 7 Day*	\$43.00	\$2.00	\$45.00	
Fishing License - Non-Resident 15 Day*	\$47.00	\$2.00	\$49.00	
Hunting/Fishing Combo Resident*	\$43.00	\$2.00	\$45.00	
Hunting/Fishing Combo Non-Resident*	\$150.00	\$2.00	\$152.00	* These represent the most frequent requests for Newcastle See Maine Dept of Inland Fisheries and Wildlife for more
Liquor License	Varies	None		License fees set by the State
Marriage License	\$36.00	\$4.00	\$40.00	

Newcastle Fee Schedule

Category	State Fee	Town Fee	Total	Additional Information
All fees are yearly unless stated otherwise				
Mooring Fees				All fees will be changing next year
Local	\$0.00	\$40.00	\$40.00	
Non-Resident	\$0.00	\$50.00	\$50.00	
Dingy Sticker Only	\$0.00	\$35.00	\$35.00	
Motor Vehicle Registrations				
Vehicle Registration base fee	\$35.00	\$6.00/\$5.00	Varies	Plate fees vary and are set by the State. Higher town fee is for new registrations
Motorcycles	\$21.00	\$6.00/\$5.00	Varies	Higher town fee is for new registrations
Title	\$33.00	\$0.00	\$33.00	Set by the State
Excise Tax	\$0.00	Varies	Varies	Excise is based on a milrate & the MSRP price of the vehicle
Sales Tax	Varies	\$0.00	Varies	5.5% Set by the State
Trailers	Varies	\$6.00/\$5.00	Varies	Higher town fee is for new registrations
Misc Fees				
Cemetery Plots - Glidden Street Only	\$0.00	\$500.00	\$500.00	
Copies per page	\$0.00	\$0.50	Varies	
Copies per page - color	\$0.00	\$1.00	Varies	
Copies of Maps	\$0.00	\$2.00	Varies	
Notary Public Service per Signature	\$0.00	\$5.00	Varies	Fee assessed per customer
Postage	\$0.00	\$1.00	\$1.00	Fee is for standard mailings at customers request
Tax List	\$0.00	\$75.00	\$75.00	Fee is for substantial tax listings
Plumbing Permit	25% of total	75% of total	Varies	See Section three
Snowmobiles Registrations				*As of 10/25 Town fees for will be \$5.00
Resident	\$56.00	\$1.00/\$2.00		Higher town fee is for new registrations
Antique	\$33.00	\$1.00/\$2.00		Higher town fee is for new registrations
Non-Resident	\$120.00	\$1.00		
Non-Resident 3 Day	\$75.00	\$1.00		
Non-Resident 10 Day	\$100.00	\$1.00		
Subsurface Permit	25% of total	75% of total	Varies	See Section three
Violations				
Parking Tickets		\$25.00	\$25.00	Per Traffic & Parking Ordinance
Overweight on Posted Roads		\$100.00	\$100.00	Per Traffic & Parking Ordinance



Town of Newcastle

Core Zoning Code Fee Schedule

Types of Development Review	Application Fee
Small Scale Project Plan	\$25
Large Scale Project Plan	\$250
Master Plan	\$1000
Residential Companion Use	\$0
Subdivision Plan	\$50/unit
Plan Revision	
Small Scale Plan	\$0
Large Scale Plan	\$250
Expanded Use Permit	\$50
Use Permit /Change of Use	\$100
Special Permit	\$100
Additional Review	
Shoreland Zoning	\$50
Resource Protection	\$50
Timber Harvesting	\$50
Floodplain	\$50
Demolition Delay	\$50
Wireless Communications	\$500
Erosion Control	\$50
Seasonal Conversion	\$50
Mobile Home Park	\$50
Tourist Rental License	\$100
Utilities & Services	\$.10/sqft

New Construction Building Type	Permit Fee
Residential	
Single Unit	\$100
Multi-Unit	\$250
Accessory	\$75
Commercial	
Single Unit	\$250
Multi-Unit	\$250
Accessory	\$100
Mixed Use	\$250
Additional Structures	\$75
Building Addition	\$25
Massing Components	\$25/component
Architectural Components	\$25/component
Decks (including porches or patios)	\$25
Temporary Structures	\$25

New Road, Driveway, and Entrance	Permit Fee
Road	
Private	\$50
Public	\$100/100 ft of length
Driveway	\$0
Entrance	\$25
Parking Lot	\$25/parking space (\$50 min)

Appeals Board Review	Review Fee
Variance	\$100
Administrative Appeal	\$300
Zoning Amendment	\$200

Plumbing/Subsurface Wastewater Disposal System Permit Fee Schedule

Disposal System Components	Fee	State Share (25%)	DEP Surcharge
1. Complete Non-Engineered System	\$250.00	\$62.50	\$15.00
2. Primitive / Limited System (graywater & alt toilet)	\$100.00	\$25.00	\$15.00
3. Alternative Toilet	\$50.00	\$12.50	NA
4. Non-Engineered Treatment Tank	\$150.00	\$37.50	NA
5. Holding Tank	\$100.00	\$25.00	\$15.00
6. Non-Engineered Disposal Field	\$150.00	\$37.50	NA
7. Separated Laundry System	\$35.00	\$8.75	\$15.00
8. Complete Engineered System	\$200.00	\$50.00	NA
9. Engineered Treatment Tank (only)	\$80.00	\$20.00	NA
10. Engineered Disposal Field (only)	\$150.00	\$37.50	NA
11. Pre-Treatment	NA	NA	NA
12. Miscellaneous Components	\$30.00	\$7.50	NA
First-Time System Variances	\$20.00	\$5.00 *	NA
Replacement System Variances	NA	NA	NA
Seasonal Conversion Permit	\$50.00	\$12.50	NA

Internal Plumbing Permits

Minimum fee, includes up to 4 fixtures/hook-ups	\$40.00	\$10.00
Individual fixtures, each, over 4	\$10.00	\$2.50
Mobile or Modular Home – factory components	\$40.00	\$10.00
Hook up to public sewer	\$10.00	\$2.50
Hook up to existing subsurface system	\$10.00	\$2.50
Piping relocation with no new fixtures	\$10.00	\$2.50
Permit transfer	\$10.00	\$2.50

* The State only receives a 25% share of variance fees for *first-time system variances requiring state and local plumbing inspector approval.*

Plumbing/Subsurface Wastewater Permits – Payments to State SSWW Program

Tips and Reminders

1. **Please try to submit your permits to us on a monthly schedule – or at least quarterly.** This will better ensure accuracy on both ends and make it easier for us to identify issues that might arise from our reconciliation of permits and fees.
2. **All plumbing and subsurface wastewater permit submittals received in our office must be accompanied by appropriate payment of the State’s 25% share of fees collected.** Likewise, checks for the State’s 25% share of permit fees must be accompanied by copies of the corresponding permits. Checks received without corresponding permits, or permits received without accompanying payment (if payment is due), will be returned to the originating municipal office immediately.

We understand that there will be occasions when this is not possible. In these instances, please contact our office to make us aware of the situation. These exceptions will be granted on a case-by-case basis.

Municipalities have the option of submitting copies of permits electronically. Scanned copies of permits can be emailed to our office, with remittance to follow (sent via USPS). Municipalities that wish to take advantage of this option should contact our office to establish a procedure that meets the Town or City’s needs as well as our requirements. We will not accept emailed permits without a prior understanding.

3. **Some municipalities include a summary of their submission, listing permits and fees.** This is not required; however, if you do choose to enclose a summary, we ask that...
 - a. Permit numbers are noted *as they appear on the permit documents*;
 - b. Each permit in the listing is noted to indicate Internal (plumbing) or External (subsurface wastewater), and
 - c. Full standard State fees are indicated.
4. **Please be sure permits are complete, accurate, and legible.**
 - a. Signatures from both the issuing LPI and the property owner/applicant are required; unsigned permits will be considered INVALID and will be returned to the issuing Town office.
 - b. All fields on a permit should be addressed. If a field or question on a permit is not relevant to the work being described, it should be so noted ('NA').

Remember: these are also legacy documents intended, in part, to serve as an accurate record of fees and property improvements.

5. **When correcting permits, please do not cross-out, scribble-out, or over-write notations.** Instead, use a white correction product to make these adjustments.
6. In the event an **updated permit** is submitted with no additional fee, please remember to note “REVISED” clearly on the permit.

7. **The water quality surcharge** (a.k.a. DEP fee/surcharge) is a \$15.00 fee over and above the fee charged for a permit. It should be applied to all *non-engineered systems* (line items 1, 2, 5, and 7 on the SSWW permit application). The water quality surcharge is not applicable to any of the other disposal system components. (The entire amount of the surcharge is remitted to the State; it is not figured into the State's 25% share of permit fees.)

- Permit fees and water quality surcharges must be remitted on separate checks.** They can be mailed together in one envelope, and we will forward the water quality surcharges along to the appropriate agency.

8. **All payments should originate from the issuing municipality.** Do not forward personal checks from LPs, private property owners or applicants.

9. **Variance fees** should only be factored-in to the State's 25% share for *first time systems requiring State approval*; the State does not receive a share of fees collected for replacement system variances.

10. Municipalities are not required to report **double fees** as part of the State's share. Also, municipalities are not required to report **additional fees applied per local rule or ordinance**. Only standard minimum fees should be reported. Revenues over and above the State's 25% share of standard fees may be kept by the municipality.

11. **While municipalities do have the latitude to waive their portion of permit fees**, such as for work done at municipal or non-profit facilities, the State is still due 25% of the value of the permit as determined by the approved fee schedule.

12. **Permit transfers should be presented separately from the original permit**, with only a \$10.00 fee (State share \$2.50). No additional fixtures should be noted on a permit transfer.

13. **Receipts for permit fee remittances are automatically sent to municipalities that provide at least one valid email address.** Paper receipts for permit submittals will only be provided when specifically requested.

14. **Contact information, mailing addresses, etc.:**

- For any questions regarding plumbing/SSWW permit fees, please contact the Subsurface Wastewater Program – email subsurface.wastewater@maine.gov or phone (207) 287-2070.
- Checks for permit fees should be **mailed to:**

Maine DHHS/CDC
 Division of Environmental and Community Health
 286 Water Street, 3rd Floor
 11 State House Station
 Augusta, ME 04333-0011

(Checks should be made **payable to Treasurer, State of Maine**)

Online:

- Subsurface Wastewater Program:
<https://www.maine.gov/dhhs/mecdc/environmental-health/plumb/index.htm>
- Drinking Water Program: www.medwp.com
- DWP on Facebook: <https://www.facebook.com/MaineCDCDWP/>