



**City of Biddeford
Policy Committee**

July 22, 2024 at 6:00 PM
City Hall Council Chambers & Zoom

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Meeting ID: 944 1824 3179

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1. Roll Call
2. Pledge of Allegiance
3. Adjustment(s) to Agenda
4. Approval of Minutes
5. Discussion/Review
 - 5.a Proposed Sustainability Commission Ordinance
 - 5.b Demolition Fees
 - 5.c Review/ Approve Sewer Impact and Permit Fees
 - 5.d Review/Approve Ch. 70 Ordinance Revision (Sewer Fees)
6. Adjourn



Policy Committee

Meeting Date: July 22, 2024
Meeting Time: 6:00 PM
Agenda Item No: 5.a
Item Description: Proposed Sustainability Commission Ordinance
Submitted By: Brad Favreau, Economic Development Coordinator

Supporting Information/Documentation:

Sustainability Commission Ordinance 20240722

Key Terms:

N/A

Executive Summary:

The Mayor's Ad Hoc Sustainability Committee proposes the establishment of the Biddeford Sustainability Commission by City Ordinance. This commission, if approved, will have greater ability than the current ad hoc committee to carry out the recommendations set forth in the 2023 Biddeford Climate Action Plan. The establishment of a new Sustainability Commission by Ordinance, will begin the implementation work that is outlined in the Biddeford Climate Action Plan, approved by Council in December 2023.

Detailed Review:

The highest priority action as described in the Biddeford Climate Action Plan of 2023 is the establishment of a Sustainability Commission. This new commission will begin the implementation of actions that support the overall goals enumerated in this Plan. The Climate Task Force was an ad hoc committee mandated to create a climate action plan, and with this work completed and approved by City Council in December 2023, the Climate Task Force formally dissolved. The implementation work now falls to a new commission that will work in coming years to ensure that Biddeford becomes more resilient in the face of climate events that are already taking place. The functions and purpose of the Sustainability Commission are:

1. Develop and recommend policies to City Council for the implementation of climate actions as outlined in the 2023 Biddeford Climate Action Plan;
2. Develop and recommend policies to meet greenhouse gas emission reduction targets established for 2030 and 2050 as resolved by City Council in 2022.
3. Investigate and recommend policies and best practices for adoption in Biddeford, as

- appropriate for climate mitigation and adaptation;
4. Promote sustainable development best practices;
 5. Incorporate nature-based solutions wherever possible in addressing climate change and sustainability matters;
 6. Work in an advisory capacity to City Council, Planning Board, and other city committees, commissions, and boards;
 7. Undertake an updated Greenhouse Gas Emission Inventory to track emission reductions according to best practices;
 8. Engage community members and partners in all commission activities to keep the public informed and to ensure public participation.
 9. Consider social equity in all climate actions.
 10. Provide an annual report to City Council, Mayor, and City Manager of commission activities, especially progress of implementing Biddeford Climate Action Plan.

Because the Climate Task Force is now disbanded, this action will have no net effect on the overall number of City committees and commissions.

Funding Source:

N/A

Staff Recommendation:

Staff recommends the establishment of the Sustainability Commission to implement the actions described in the Biddeford Climate Action Plan of 2023.

Chapter 2. Administration

Article IV. Boards, Committees, and Commissions

Division 14. Sustainability Commission

Sec. 2-340. Established

The Biddeford Sustainability Commission is hereby established.

Sec. 2-341. "Commission" Defined

Unless otherwise indicated, the term "Commission," as used in this division, shall mean the Biddeford Sustainability Commission.

Sec. 2-342. Composition; Appointment of Commissioners; Terms of Office

- a. The Commission shall consist of nine members, referred to in this division as "Commissioners." Such Commissioners shall be nominated by the Mayor and confirmed by the City Council.
- b. Commissioners shall serve for three-year terms. The terms of each Commissioner shall be staggered so that no more than three Commissioners' terms shall expire in the same year. Any Commissioner appointed to fill a vacancy for which more than half of the unexpired term remains shall be deemed to have served one full term.
- c. A Commissioner shall automatically be removed from office in the event that he or she no longer is a resident of the City of Biddeford or is absent for three consecutive regular meetings without being excused by the Chair.

Sec. 2-343. Functions and Purposes

It shall be the function and purpose of the Sustainability Commission to:

- a. Develop and recommend policies to City Council for the implementation of climate actions as outlined in the 2023 Biddeford Climate Action Plan;
- b. Develop and recommend policies to meet greenhouse gas emission reduction targets established for 2030 and 2050 as resolved by City Council in 2022.
- c. Investigate and recommend policies and best practices for adoption in Biddeford, as appropriate for climate mitigation and adaptation;
- d. Promote sustainable development best practices;
- e. Incorporate nature-based solutions wherever possible in addressing climate change and sustainability matters;
- f. Work in an advisory capacity to City Council, Planning Board, and other city committees, commissions, and boards;
- g. Undertake an updated Greenhouse Gas Emission Inventory to track emission reductions according to best practices;
- h. Engage community members and partners in all commission activities to keep the public informed and to ensure public participation.
- i. Consider social equity in all climate actions.
- j. Provide an annual report to City Council, Mayor, and City Manager of commission activities, especially progress of implementing Biddeford Climate Action Plan.

Sec. 2-344. Quorum at Meetings

A simple majority of commissioners shall constitute a quorum.

Sec. 2-345. Required Vote

The Commission shall act by majority vote of those present and voting.

Sec. 2-346. Annual Election of Officers

The Commission shall hold a meeting at the beginning of each calendar year for the purpose of electing officers:

- a. Chair - The Chair shall preside over meetings. The Chair shall not vote except to break a tie.
- b. Vice Chair – The Vice Chair shall preside in the event the Chair is absent from any meeting.
- c. Secretary – The Secretary shall record all proceedings of the Commission.

Sec. 2-347. Management of Commission

The management of the commission shall be vested in the commissioners appointed and confirmed in accordance with Section 2-342. The commission shall be staffed by a designee of the Planning and Development Director. The commission shall be staffed by the Sustainability Coordinator as such a position, or similar, is created.

Sec. 2-348. Chair to Submit Budget, Reports

The Commission Chair shall submit a budget request to Council for each fiscal year, report to Council each year regarding progress made in meeting goals as outlined in the 2023 Climate Action Plan, or, as requested by Council.

Sec. 2-349. Authority to Establish Subcommittees

The Commission may from time to time establish subcommittees composed of such persons as the Commission shall desire to provide advice and counsel on sustainability and matters of climate change.

Sec. 2-350. Expenditures

All Commission expenditures shall comply with the City procurement policies established in the City Code of Ordinances, Article V Finance, Division 2 Procurement.



Policy Committee

Meeting Date: July 22, 2024
Meeting Time: 6:00 PM
Agenda Item No: 5.b
Item Description: Demolition Fees
Submitted By: Roby Fecteau

Supporting Information/Documentation:

None

Key Terms:

Executive Summary:

Currently, the cost of a demolition permit is a \$60.00 application fee and a \$50.00 permit fee. To become in line with the building permit fee, city staff is proposing the same language that is currently in the ordinance for construction projects of less than \$5,000

Detailed Review:

Sec. 18-61 Permit fee schedule.

[Ord. No. 2002.10, 2-5-2002; amended 6-1-2010 by Ord. No. 2010.44; 7-5-2011 by Ord. No. 2011.32; 6-3-2014 by Ord. No. 2014.40; 6-6-2017 by Ord. No. 2017.52]

Effective July 1, 2017, Building Permit Fee Schedule.

(1) Building permit application fee: \$60.

(2) Minimum building permit fee: \$40.

(3) Construction permits, per thousand dollars of value (after square footage is calculated): \$14.35.

a. For projects of \$5,000 or less, permit fees shall be waived. This does not include the application fee for processing.

b. Exception: Projects started without proper permits shall pay double permit fees. The application fee shall not be doubled.

(4) Reinspection fee: \$50.

(5) Swimming pools:

a. Aboveground: \$50.

b. Inground: \$100.

(6) Demolition permit: \$50.

a. For structures with less than a 5,000 tax assessment, fee shall be waived. This does not include the application fee for processing.

(7) Renewal permits, per thousand dollars of value prorated to remaining value of structure: \$14; minimum fee of \$40.

(8) Certificate of occupancy (not related to building permit): \$50.

(9) Letters to attorneys, realtors, brokers, etc.: \$25.

(10) Sign permits: \$50 per sign.

(11) Zoning Board of Appeals: application fee of \$100, plus first class postage per abutter within 200 feet, plus publication costs.

Funding Source:

Staff Recommendation:



Policy Committee

Meeting Date: July 22, 2024
Meeting Time: 6:00 PM
Agenda Item No: 5.c
Item Description: Review/ Approve Sewer Impact and Permit Fees
Submitted By: Jeff Demers, Public Works Director

Supporting Information/Documentation:

20240722 Policy - Proposed Sewer Permit Tables

Key Terms:

N/A

Executive Summary:

Consensus agreement to adopt the proposed sewer permit fees will move the review to City Council for adoption as an Ordinance amendment.

Detailed Review:

The Wastewater Management Commission reviewed and unanimously approved forwarding revised sewer permit fees to Policy for evaluation. If there is consensus to adopt the proposed fees the recommendations will be forwarded to City Council for adoption.

Funding Source:

N/A

Staff Recommendation:

Staff recommends acceptance of the proposed fee changes with motion to forward to City Council for adoption.

Proposed Tables to Consider for Chapter 70
70-141 Application; fee; determination of discharges
70-172 Issuance of permit; interim fee.

Table 100: Estimated Sewer Design Flows

Revision Date: 6/5/2024

Residential:		
Number of Bedrooms	Area of Bedroom	Design Flow (gpd/unit)
1	<600 SF	90
	600-800 SF	120
	In-Law Apartment	120
	801-1000 SF	135
	>1000 SF	150
2	N/A	180
3		270
4		360

Non-Residential:
Refer to the latest Maine Department of Health & Human Services Chapter 241 for non-residential flow rates. Final design flows to be determined by the City Engineer.

- Notes:
- 1. Final floor plans are required for all sewer permit applications, verifying number/sizes of proposed uses.
 - 2. For units exceeding 4 bedrooms, a design flow of 90 gpd shall be used for each additional bedroom.
 - 3. For multi-use properties, the total design flow shall be the sum of each individual use design flow.
 - 4. The residential design flows listed above are referenced from Maine Department of Health & Human Services Chapter 241.
 - 5. Definition of bedroom and in-law apartment determined via local code enforcement/ordinance, plumbing code, and the referenced Chapter 241.
 - 6. The above-stated flows are final; no reference flow data to be considered.

Table 200: Sewer Permit Fees

Revision Date: 6/5/2024

Sewer Fee Type	Existing Fee	Proposed Fee
Application Fee ¹	\$200	\$200
Sewer Main Connection Fee ²	\$500/each	\$800/each
Single-Lot Shared Lateral Fee ³	\$100/each connection	\$100/each connection
Tying into an Existing Sewer Lateral Stub ⁴	\$100/each connection	\$100/each connection
Impact Fee ⁵	\$3.72 to \$16.95/GPD	\$20/GPD
Inspection Fee ⁶	\$35-\$100	\$200

- Notes:
- 1. All sewer permits require an application fee.
 - 2. 'Sewer Main Connection Fee' applies for new connections to the public sewer main.
 - 3A. 'Single-Lot Shared Lateral Fee' is applied to each individual unit connecting to a sewer lateral serving a single-lot (multi-family apartments, ADU, hotel rooms, etc.)
 - 3B. Shared sewer laterals are not permitted for separate lots.
 - 3C. Only in rare circumstances will a shared sewer lateral be allowed for multiple privately owned lots, pending Public Works Director approval and a formal easement is provided signed by all parties - negating the City of any responsibility.
 - 4. 'Tying into an Existing Sewer Lateral Stub' is for undeveloped lots connecting to previously installed sewer lateral stubs.
 - 5A. 'Impact Fee' is based on proposed design flows (Table 100) and is a one-time fee that covers: future infrastructure upgrades, combined sewer separation, and Inflow & Infiltration (I&I) removal.
 - 5B. If an existing building is being retrofitted for the same-use and has previously paid a sewer permit within the last 15 years, existing flows can be credited towards the proposed 'Impact Fee'. No credits/refunds will be issued for decreased post-development flow.
 - 5C. No existing flows can be credited towards the proposed 'Impact Fee' for any new building (i.e. demolition/rebuild) or change-in-use.
 - 6. All sewer permits requiring exterior sewer modifications require an inspection by the Engineering Department prior to backfilling.
 - 7. Sewer permit fees shall be collected and held separately from the operation budget, and strictly used for future sewer improvements.

TOWN COMPARISON SEWER PERMIT FEE FOR 200GPD HOME			
Community	\$ /Gallon		Avg Residential Fee (200 GPD)
Saco	\$	34.31	\$ 6,862.00
Kittery	\$	30.00	\$ 6,000.00
Biddeford - Proposed	\$	26.00	\$ 5,200.00
Scarborough	\$	19.97	\$ 3,994.00
Ogunquit	\$	18.50	\$ 3,700.00
Warren	\$	17.96	\$ 3,592.00
Kennebunkport	\$	17.50	\$ 3,500.00
Wells	\$	16.63	\$ 3,326.00
Portland	\$	16.32	\$ 3,264.00
York	\$	15.72	\$ 3,144.00
Sanford	\$	12.50	\$ 2,500.00
Old Orchard	\$	12.50	\$ 2,500.00
Rockland	\$	12.00	\$ 2,400.00
Brunswick	\$	11.59	\$ 2,318.00
Yarmouth	\$	11.25	\$ 2,250.00
Skowhegan	\$	8.00	\$ 1,600.00
Biddeford	\$	7.72	\$ 1,544.00
Augusta	\$	5.38	\$ 1,076.00
Westbrook	\$	1.25	\$ 250.00
Bangor	\$	1.06	\$ 212.00



Policy Committee

Meeting Date: July 22, 2024
Meeting Time: 6:00 PM
Agenda Item No: 5.d
Item Description: Review/Approve Ch. 70 Ordinance Revision (Sewer Fees)
Submitted By: Jeff Demers, Public Works Director

Supporting Information/Documentation:

20240722 Policy Revised Chapter 70 Ordinance Amendments, 20240722 Policy - Proposed Sewer Permit Tables

Key Terms:

N/A

Executive Summary:

Acceptance of this item, in concert with Item 5.c. of the agenda reflects the specific ordinance changes needed to implement the proposed sewer fee amendments.

Detailed Review:

Item 5.c. on the agenda involved review of sewer fee changes. This item reflects the actual ordinance amendments should the sewer fee recommendations move forward. There are two sections of Chapter 70-Utilities, Article III-Wastewater System Capacity Management, Div 4-Inflow and Infiltration Removal. The ordinance amendments add Table 100-Estimated Sewer Design Flows and Table 200-Sewer Permit Fees with applicability references.

Funding Source:

N/A

Staff Recommendation:

Staff recommends acceptance of the proposed ordinance amendment with a recommendation to move the item to the City Council for further review and adoption.

Proposed Amendments to Chapter 70 Associated with Sewer Permit Fee Amendments

Sec. 70-130 Expiration of article; program monitoring; amendments.

[Code 1975, § 19-69; amended 2-4-2020 by Ord. No. 2020.6]

The capital improvement program shall be reviewed and monitored by the City Council through the City Engineer to determine the program's effectiveness. Amendments deemed necessary should be made at the time of renewal under this section or at such times as deemed necessary by the City Council.

Sec. 70-131 Penalties for violation of article.

[Code 1975, § 19-72]

Any person who violates this article commits a civil violation for which a forfeiture of \$2,500 shall be imposed. Each day of violation constitutes a separate violation. The City Solicitor, in addition to seeking forfeitures, may request injunctive relief, as necessary.

Sec. 70-132 Growth management program renewed.

[Ord. of 6-21-1994]

The provisions of this Article III (Wastewater System Capacity Management), of the Biddeford Code of Ordinances, as most recently revised and ordained on March 5, 1991, be renewed in its entirety in accordance with the provisions of Section 70-130 hereof, and that this measure take effect upon passage.

Sec. 70-133 through Sec. 70-140. (Reserved)

DIVISION 2 PERMITS

Sec. 70-141 Application; fee; determination of discharges.

[Code 1975, § 19-66]

- (a) Applications for permits under this article shall be on forms provided by the ~~City Engineer~~ **Engineering Department**, and shall be accompanied by ~~such plans as he may require~~ **approved floor plans**. As the case may be, applications must be accompanied by written evidence of final approval from the Planning Board, Zoning Board or Building Inspector, where approvals of or permits for the development activity are required from those boards or officials. ~~Applications shall be accompanied by a nonrefundable fee of \$200.~~ [Amended 2-4-2020 by Ord. No. 2020.6]
- (b) ~~In determining the amount of wastewater flow likely to be discharged from any development activity, the City Engineer shall be guided by the State of Maine Internal Plumbing Rules. His determination is final.~~ **Refer to 'Table 100: Estimated Sewer Design Flows' for proposed sewer design flow calculations.**

Using the estimated design flow from Table 100, refer to 'Table 200: Sewer Permit Fees' for calculating the proposed sewer permit fee.

Sec. 70-142 Expiration of permits.

[Code 1975, § 19-67]

Permits issued under this article shall expire if construction of the development for which each permit is issued has not commenced within one year of the permit being issued, except that the City Engineer may extend the life of such permits if the holder is able to demonstrate that he has been delayed in his development by natural conditions beyond his control or that he has been diligently pursuing other licenses required for the development but has not yet received approval through no fault of his own. Decisions of the City Engineer under this section may be appealed to the City Council.

Sec. 70-143 Nontransferability.

[Code 1975, § 19-68]

Permits issued under this article may not be transferred to other development projects on other real estate but shall run with the real estate which is the subject of the proposed development for which the permit is issued, but only for the life of the permit as indicated in Section 70-142.

Sec. 70-144 through Sec. 70-155. (Reserved)

**DIVISION 3
CONSERVATION**

Sec. 70-156 Mandatory.

[Code 1975, § 19-70]

- (a) Notwithstanding any other provisions of this Code, the following provisions apply to development which will create new wastewater flow into the City sewer system or which will increase existing flow from any property.
 - (1) All toilet fixtures, whether for residential or nonresidential uses, must have flushing volumes less than or equal to 1.6 gallons.
 - (2) All shower and faucet fixtures for residential and nonresidential uses must be installed with volume reduction devices. This requirement may be waived for certain nonresidential uses by the Codes Enforcement Officer at his discretion when the requirement interferes with the fixture's purpose, such as but not limited to industrial showers designed to treat burn victims.
- (b) The standards of this section must be met by all units inspected by the City Plumbing Inspector as of the date of passage of the ordinance from which this article derives, in order to receive a certificate of occupancy.

Sec. 70-157 Voluntary.

[Code 1975, § 19-71]

In order to avoid requiring conversion to low-volume toilets in the City's existing households and businesses, the City requests users of the City's sewer system to, as an example, reduce discharge volumes by installing displacement devices such as bricks and milk containers in toilet holding tanks. The installation of water flow reduction devices in showerheads and faucets are other inexpensive means of reducing both residential and nonresidential wastewater discharge.

DIVISION 4 INFLOW AND INFILTRATION REMOVAL

Sec. 70-171 Study by City Engineer; report; amendment of article.

[Code 1975, § 19-81]

- (a) The City Engineer may forthwith investigate the areas within the existing sewer system which may be changed, altered or repaired to remove infiltration and inflow, and determine both the nature and extent of such repairs, the specific amounts of gallons per day removed for any particular repair project, and the associated cost per gallon per day of any such repair. He will, in addition, determine an average cost per gallon per day of removal for all projects in such a fashion that the average cost may be adjusted from time to time to reflect changing conditions. The determinations by the City Engineer will be used to create a fee to be charged to applicants of the removal of infiltration and inflow in an amount equal to a specific percentage of the amount of new flow into the system which the applicant is proposing to create. That percentage shall conform to any requirements imposed on the City by state or federal agencies. [Amended 2-4-2020 by Ord. No. 2020.6]
- (b) The City Engineer shall report the results of his study under this section to the City Council. The City Council may then, consistent with the terms of federal and state approvals, implement and adopt a mandatory inflow and infiltration removal requirement. Under the terms of the requirement, a sewer use permit may only be obtained to remove an adequate amount of inflow and infiltration from the system or if the sewer user has paid the appropriate fee in lieu of completing a project.
- (c) At the time of the submittal of the results of his study under this section, the City Engineer shall present to the City Council a proposed amendment to this article setting out the method of administration of the removal requirement, and demonstrating compliance with any provisions of law restricting the creation of such a program, including the creation of any dedicated fund into which fees will be placed.

Sec. 70-172 Issuance of permit; interim fee.

[Code 1975, § 19-82; Ord. of 9-6-1994; Ord. No. 2001.1, 1-16-2001]

- ~~(a) Pending completion of the study, report and presentation set forth in Section 70-171, and subject to the availability of capacity at the treatment plant and compliance with all other provisions of this article, a sewer use permit may be given after an applicant complies with this section.~~
- ~~(b) An applicant for a sewer use permit shall, in addition to other information required by this article, pay the fee set out in Subsection (c) of this section. The City Engineer may require such other information as he deems necessary. [Amended 2-4-2020 by Ord. No. 2020.6]~~
- ~~(c) Except as indicated in Subsection (d) of this section, applicants shall pay a fee equal to five times \$2.72 times the number of gallons of proposed new flow, as that flow is finally determined by the City Engineer under Section 70-141(b). Fees received under this subsection shall be segregated from the projects designed to remove inflow and infiltration from the sewer system as finally determined after the completion of the study, report and presentation set forth in Section 70-171. Fees, or any portion of those fees, actually paid, which exceed the actual cost of removal, or which are not expended according to the removal schedule to be finally adopted, shall not be refunded. These unexpended fees shall be deposited in a designated enterprise account segregated from the City's general revenues and be earmarked to help defray the cost of future more costly inflow and infiltration removal projects.~~
- ~~(d) Persons who had received a sewer use permit prior to September 18, 1990, projects appearing in Appendix B of this section which is on file in the City Clerk's office and lots of record as of September 18, 1990, which were within 200 feet of the existing sewer system at the time, are subject to a fee equal~~

~~to one times \$2.72 times the number of gallons of proposed new flow, as that flow is finally determined by the City Engineering Department under Section 70-141. [Amended 2-4-2020 by Ord. No. 2020.6]~~

- ~~(e) An applicant for a sewer use permit where said permit is proposed to be issued and includes flows to the pump station located adjacent to 528 Alfred Road shall pay an impact fee for said pump station equal to \$3.35 times the number of gallons of proposed new flow as that flow is finally determined by the City Engineer under Section 70-141(b). Fees collected under this provision shall be deposited in a designated account segregated from the City's general revenues and reserved for inflow and infiltration removal projects. The City reserves the right to verify the estimate of flow for up to five years and to increase the impact fee as necessary.~~
- ~~(f) An applicant for a sewer use permit where said permit is proposed to be issued and includes flows to a pump station located in an area that will serve the flows to be produced from a new or upgraded project shall pay an impact fee for said pump station equal to a prorated share of the costs of any upgrades needed for the pump station and/or associated conveyance system to receive and convey the flows to be produced. The cost of the prorated share will be the ratio of the existing flows to the new flows times the cost of needed upgrades as finally determined by the City Engineer. Fees collected under this provision shall be deposited in a designated account segregated from the City's general revenues and reserved for the needed upgrades to the affected pump stations. The City reserves the right to verify the estimate of flow for up to five years and to increase the impact fee as necessary. [Added 2-4-2020 by Ord. No. 2020.6]~~ Any connection or modification of private sewer flow to the City's public sewer requires a sewer permit from the Engineering Department.
- (b) Refer to 'Table 100: Estimated Sewer Design Flows' for proposed sewer design flow calculations. Using the estimated design flow from Table 100, refer to 'Table 200: Sewer Permit Fees' for calculating the proposed sewer permit fee.
- (c) Undeveloped projects listed on the previous 'Appendix B' are still subject to paying a sewer permit, but may use the grandfathered \$2.72/GPD impact fee rate (versus the impact fee rate listed on Table 200).

Sec. 70-173 through Sec. 70-195. (Reserved)

ARTICLE IV

SEPTIC TANK SLUDGE DISPOSAL

DIVISION 1

GENERALLY

Sec. 70-196 Definitions.

[Code 1975, § 19-21]

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

APPLICANT

Any person requesting approval to discharge septic tank sludge wastes into City facilities.

CESSPOOL

A lined excavation in the ground which receives the discharge of a drainage system, or part thereof, so designed as to retain the organic matter and solids discharging therein, but permitting the liquids to seep through the bottom sides.

CONTRACTOR

Proposed Tables to Consider for Chapter 70
70-141 Application; fee; determination of discharges
70-172 Issuance of permit; interim fee.

Table 100: Estimated Sewer Design Flows

Revision Date: 6/5/2024

Residential:

Number of Bedrooms	Area of Bedroom	Design Flow (gpd/unit)
1	<600 SF	90
	600-800 SF	120
	In-Law Apartment	120
	801-1000 SF	135
	>1000 SF	150
2	N/A	180
3		270
4		360

Non-Residential:
Refer to the latest Maine Department of Health & Human Services Chapter 241 for non-residential flow rates. Final design flows to be determined by the City Engineer.

- Notes:
- 1. Final floor plans are required for all sewer permit applications, verifying number/sizes of proposed uses.
 - 2. For units exceeding 4 bedrooms, a design flow of 90 gpd shall be used for each additional bedroom.
 - 3. For multi-use properties, the total design flow shall be the sum of each individual use design flow.
 - 4. The residential design flows listed above are referenced from Maine Department of Health & Human Services Chapter 241.
 - 5. Definition of bedroom and in-law apartment determined via local code enforcement/ordinance, plumbing code, and the referenced Chapter 241.
 - 6. The above-stated flows are final; no reference flow data to be considered.

Table 200: Sewer Permit Fees

Revision Date: 6/5/2024

Sewer Fee Type	Existing Fee	Proposed Fee
Application Fee ¹	\$200	\$200
Sewer Main Connection Fee ²	\$500/each	\$800/each
Single-Lot Shared Lateral Fee ³	\$100/each connection	\$100/each connection
Tying into an Existing Sewer Lateral Stub ⁴	\$100/each connection	\$100/each connection
Impact Fee ⁵	\$3.72 to \$16.95/GPD	\$20/GPD
Inspection Fee ⁶	\$35-\$100	\$200

- Notes:
- 1. All sewer permits require an application fee.
 - 2. 'Sewer Main Connection Fee' applies for new connections to the public sewer main.
 - 3A. 'Single-Lot Shared Lateral Fee' is applied to each individual unit connecting to a sewer lateral serving a single-lot (multi-family apartments, ADU, hotel rooms, etc.)
 - 3B. Shared sewer laterals are not permitted for separate lots.
 - 3C. Only in rare circumstances will a shared sewer lateral be allowed for multiple privately owned lots, pending Public Works Director approval and a formal easement is provided signed by all parties - negating the City of any responsibility.
 - 4. 'Tying into an Existing Sewer Lateral Stub' is for undeveloped lots connecting to previously installed sewer lateral stubs.
 - 5A. 'Impact Fee' is based on proposed design flows (Table 100) and is a one-time fee that covers: future infrastructure upgrades, combined sewer separation, and Inflow & Infiltration (I&I) removal.
 - 5B. If an existing building is being retrofitted for the same-use and has previously paid a sewer permit within the last 15 years, existing flows can be credited towards the proposed 'Impact Fee'. No credits/refunds will be issued for decreased post-development flow.
 - 5C. No existing flows can be credited towards the proposed 'Impact Fee' for any new building (i.e. demolition/rebuild) or change-in-use.
 - 6. All sewer permits requiring exterior sewer modifications require an inspection by the Engineering Department prior to backfilling.
 - 7. Sewer permit fees shall be collected and held separately from the operation budget, and strictly used for future sewer improvements.

TOWN COMPARISON SEWER PERMIT FEE FOR 200GPD HOME			
Community	\$ /Gallon		Avg Residential Fee (200 GPD)
Saco	\$	34.31	\$ 6,862.00
Kittery	\$	30.00	\$ 6,000.00
Biddeford - Proposed	\$	26.00	\$ 5,200.00
Scarborough	\$	19.97	\$ 3,994.00
Ogunquit	\$	18.50	\$ 3,700.00
Warren	\$	17.96	\$ 3,592.00
Kennebunkport	\$	17.50	\$ 3,500.00
Wells	\$	16.63	\$ 3,326.00
Portland	\$	16.32	\$ 3,264.00
York	\$	15.72	\$ 3,144.00
Sanford	\$	12.50	\$ 2,500.00
Old Orchard	\$	12.50	\$ 2,500.00
Rockland	\$	12.00	\$ 2,400.00
Brunswick	\$	11.59	\$ 2,318.00
Yarmouth	\$	11.25	\$ 2,250.00
Skowhegan	\$	8.00	\$ 1,600.00
Biddeford	\$	7.72	\$ 1,544.00
Augusta	\$	5.38	\$ 1,076.00
Westbrook	\$	1.25	\$ 250.00
Bangor	\$	1.06	\$ 212.00