



Town of Littleton Fee Schedule:

Updated: 01/09/2023

All sections highlighted in yellow are additions and changes that were adopted by the Board of Selectmen on 01/09/2023.

Administration

Photocopies (8.5" x 11")	\$1.00
Photocopies (11" x 17")	\$2.00
Copy of Zoning Ordinance	\$36.50
Copy of Subdivision Regulations	\$10.00
Copy of Town Ordinance	\$37.50
Copy of Tax Warrant	\$250.00
Copy of Master Plan	\$50.00

Opera House

Rental Space:

	Time	Non-Profit	Private	For-Profit
Grand Hall	<2 hours	\$150	\$250	Contact for Rate
	2-4 hours	\$225	\$375	Contact for Rate
	>4 hours	\$300	\$500	Contact for Rate
Tower Room	<2 hours	\$40	\$50	\$60
	2-4 hours	\$65	\$75	\$90
	>4 hours	\$80	\$100	\$120

Parks & Recreation

Pavilion Rental	\$75 per two hours
Use of Lighted Field	\$50/day (dusk-10pm)
Town Teams, Town Leagues, Littleton, NH Schools, and Town non-profit groups	No fee
Individual Residents, Town Businesses, and Non-Residents	\$100 per two hours

Long Term use for Individuals, Town Businesses, and Non-Residents-may enter a “by-season” agreement with P&R Dept. providing a maintenance fee is paid for upfront for general wear and tear of ongoing use as well as any other fees that may occur due to usage such as, lighting.

Maintenance Fee (per field, per season) of \$300 will be charge for general wear and tear for groups who will be using fields on an on-going basis

All parties reserving fields are to provide proof of \$1,000,000 general liability each occurrence and \$2,000,000 in aggregate for personal and bodily injury including death, naming the Town of Littleton as additionally insured on a primary and noncontributory basis.

Planning & Zoning Applications

New Residential Construction	\$0.05 per square foot
New Commercial Construction	\$0.10 per square foot
Residential/Commercial Alteration	\$25.00
E911 Number	\$15.00
Driveway Permit	\$15.00
Planning & Zoning Hearing	Available upon request

Police Department

Report request50 per page or \$5.00 if mailed
Pistol Permit	\$10.00 (Governed by RSA 159: 6)
Parking Permit	\$25.00 per space/per day
Parking Tickets:	
Meter Time Expired	\$10.00
Left Wheel to Curb	\$10.00
Improper Parking	\$10.00
Not 15’ from Hydrant	\$10.00
Failure to Use Crosswalk	\$10.00
Restricted Area	\$25.00
Winter Parking Band	\$25.00
Blocking Alley/Drive	\$25.00
Blocking Cross/Sidewalk	\$25.00

Overnight Parking	\$25.00
Handicap Parking	\$300.00
Disabled Access Aisle	\$50.00
Fire Lane	\$50.00

Bagging Meters

Non-Profit Organizations	\$550 per week
For-Profit Organizations (0 - 99 employees)	\$550 per week
For-Profit Organizations (100-499 employees)	\$1,000 per week
For-Profit Organizations (500+)	\$2,000 per week

Retrieved Dog Fee \$5.00 per Day (up to 10 Days)

Details:

Agreement w/LRH, Parades, Security, Traffic Control, Civil Standby (longer than ½ hour)
 \$50.00 or OT Rate (p/h min. 4hrs) – w/o cruiser + \$10.00 – w/cruiser + \$15 Admin Fee

Impound Fee	\$50.00 (1 st 24hrs) + \$10.00 per/day (\$300.00 max)
Paperwork Service (Civilian)	\$25.00
Escort Fee (ATM)	\$15.00
Fingerprinting	\$10.00
VIN Verification	\$10.00

Transfer Station

*Town Trash Bags:

Small	\$20.00 (Roll of 10)
Large	\$30.00 (Roll of 10)

*Town bags sold at the following stores: Circle K, Littleton Co-Op, Porfido’s, Shaw’s, Simon’s and the Transfer Station.

Tires:

Small (Up to 12”)	\$3.00 each add \$1.00 if on rim
Regular (13” to 16”)	\$4.00 each add \$1.00 if on rim

Truck (17" to 22") \$18.00 each add \$1.00 if on rim

Appliances:

Microwaves \$5.00 each

"White Goods" - Stove, Dryer, Washing Machine, Hot Water Heater \$10.00 each

Refrigerator/Freezer \$15.00 each

A/D or Dehumidifier \$15.00

Electronics "All" \$0.25 per pound

Florescent Bulbs:

2' to 4', CFL's, Round, U-Shape \$0.25 each

6' to 8' \$0.50 each

C&D/Bulky Items:

Misc. Items \$0.10/lb. or \$32.00/cubic yard

Mattress/Box Spring \$20.00 each (\$15.00 Twin)

Sheetrock \$40.00 per cubic yard

Clean Shingles – No wood, Trash, or Plastic \$60.00 per cubic yard

Dirty Shingles \$65.00 per cubic yard

Sofa/Couch \$20.00 each (\$30.00 – Sleeper)

Toilets/Sinks \$5.00 each

Paper Shredding Service:

Resident/Business \$0.10 per pound

Non-Resident/Business \$0.20 per pound

Brush:

Car Load \$5.00

Truck Load \$10.00

Larger Load \$20.00

Credit Card Transaction Fee \$1.00

Sewer Users

(Reference: Sewer Use Ordinance Chapter 13)

Connection Costs Appendix I

User Charges Appendix II

Industrial Discharge Permit (IDP) Annual Administrative Fee

Class I – Tier 1, Significant Indirect Discharger (quarterly reporting) \$1,500.00

Class I – Tier 2, Significant Indirect Discharger (semi-annual reporting) \$800.00

Class II, Industrial User \$200.00

Town Clerk’s Office

Vital Records Request

(Birth, Death, Marriage and Divorce Certificates):

First Record \$15.00

Additional records (requested at the same time) \$10.00 per record

Dog License Fees:

Puppy (3-7 months old) \$8.50

Spayed/Neutered \$8.50

Unaltered male/female \$11.00

1st dog of Senior Citizen (65 and over) \$3.00

Group (5 dogs or more) \$21.00

EB2Gov Online Transaction Fee \$1.50

Violation Procedures & Penalties Schedule:

(Reference: Sewer Use Ordinance, Chapter 13)

Framework

The following violation procedures and penalties schedule are based on Article IX "Penalties" of the Sewer Use Ordinance (SUO) Chapter 13 as applied to the two defined classes of Industrial Users of the Town of Littleton POTW that are required to have an Industrial Discharge Permit (IDP). The two classes are defined in the SUO as Significant Indirect Discharger (Class I) and Industrial User (Class II). The violation procedures and penalties schedule set forth herein provide a reasonable, progressive process of notification, timeframes and stepped penalty fees for both classes. These violation procedures and penalties will be applied on the annual cycle of each IDP based on the date of issuance. The violation procedures and penalties set forth herein are for five primary areas of violation which consist of exceedance of discharged limits, failure to submit timely, accurate and complete periodic monitoring reports, failure to submit certification on equipment, failed interceptor inspection, and failure to keep interceptor maintenance records.

Violation Procedures

A. Significant Indirect Discharger (Class I)

Upon receipt of a Periodic Monitoring Report (PMR) showing exceedance or other violation of the SUO and IDP, or upon failure to timely submit a PMR, the Town will provide a written notice of its finding of violation. The Industrial User will have thirty (30) days from the date of the notice to correct the violation.

An extension of the cure period may be granted upon a showing of good cause and submission of a written remediation plan supporting the need for an extension no later than 10 days prior to the expiration of the 30-day correction period. The Town retains discretion over approval of a request for an extension and the length of the extension. If granted, the Town will identify the new extended deadline in its approval letter.

At the conclusion of 30 days, or the new deadline established in an extension, a follow-up PMR must be submitted demonstrating compliance. If the violation is not corrected, or the Industrial User fails to submit a PMR by the deadline, the Industrial User will receive a second Notice of non-compliance from the Town and may be assessed a daily continuing penalty as set forth in the Penalties Schedule below as well as any actual costs incurred by the POTW.

B. Industrial User (Class II)

Upon an inspection showing non-compliance with the SUO and IDP, the Town will provide a written notice of its finding of violation. The Industrial User will have thirty (30) days from the date of the notice to correct the violation.

An extension of the cure period may be granted upon a showing of good cause and submission of a written remediation plan supporting the need for an extension no later than 10 days prior to the expiration of the 30-day correction period. The Town retains discretion over approval of a request for an extension and the length of the extension. If granted, the Town will identify the new extended deadline in its approval letter.

At the conclusion of 30 days, or the new deadline established in an extension, the Town will conduct a follow-up inspection. If the violation is not corrected, the Industrial User will receive a second Notice of non-compliance from the Town and may be assessed a daily continuing penalty as set forth in the Penalties Schedule below as well as any actual costs incurred by the POTW.

- C. Industrial Users who have numerous continued violations may be subject to enhanced penalties beyond those set forth in the Penalties Schedule below. Repeat offenders may be assessed an enhanced civil penalty of up to \$10,000 per day, plus actual damages incurred by the POTW per Article IX "Penalties" of the Sewer Use Ordinance (SUO) Chapter 13.
- D. Nothing in these Procedures or Penalties Schedule shall prevent the Town from seeking relief from the court to enjoin an Industrial User from continued violations or to seek imposition of further relief as provided by law.
- E. In accordance with RSA 149-I, the Town will also give notice of alleged violations to New Hampshire Department of Environmental Services (NHDES). Industrial Users may separately be subject to enforcement by NHDES for any violation of its statutes or rules.
- F. Pursuant to RSA 149-I:23 Malicious Injury; Penalty, any person who shall wantonly or maliciously injure any part of any sewer system, stormwater treatment, conveyance, and discharge system, or sewage disposal plant shall be liable to pay treble damages to the owner thereof, and shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person.

Penalties Schedule

Significant Indirect Discharger (Class I)

- 1. **Exceedance of Discharge Parameters** established in the IDP Monitoring Schedule on a Semi-Annual frequency and submitted in a Periodic Monitoring Report (PMR)

1 st PMR with Exceedance.....	written notice per Violation Procedures and change to Quarterly frequency
2 nd PMR (follow-up) with Exceedance	\$2,500.00 one-time penalty fee and change to Monthly frequency

3rd PMR with Exceedance \$5,000.00 one-time penalty fee
4th PMR with Exceedance \$10,000.00 one-time penalty fee

2. Exceedance of Discharge Parameters established in the IDP Monitoring Schedule on a Quarterly frequency and submitted in a Periodic Monitoring Report (PMR)

1st PMR with Exceedance..... written notice per Violation Procedures
2nd PMR (follow-up) with Exceedance \$2,500.00 one-time penalty fee
and change to Monthly frequency
3rd PMR with Exceedance \$5,000.00 one-time penalty fee
4th PMR with Exceedance \$10,000.00 one-time penalty fee

3. Exceedance of Discharge Parameters established in the IDP Monitoring Schedule on a Daily or Per Batch frequency and submitted in a Periodic Monitoring Report (PMR)

1st PMR with Exceedance..... written notice per Violation Procedures
2nd PMR (follow-up) with Exceedance..... \$250.00 each day in exceedance
plus \$250.00 each Batch in exceedance

4. Failure To Submit Timely, Accurate and Complete PMRs

1st Violation written notice per Violation Procedures
Subsequent Violations\$250 per day until a compliant PMR is submitted

5. Failure To Submit Certification on Equipment

1st Violation written notice per Violation Procedures
Subsequent Violations\$250 per day until certification is submitted

Industrial User (Class II)

1. Failed Interceptor Inspection

1st Violation written notice per Violation Procedures
Follow-Up Inspection Violation..... \$250 per day until compliance is demonstrated

2. Failure To Keep Interceptor Maintenance Records

1st Violation written notice per Violation Procedures
Follow-Up Inspection Violation..... \$250 per day until compliance is demonstrated

Appendix I

Connection Costs

Article I Construction Cost

Section 1. Physical connection to Littleton Sanitary Sewer System will be at the actual cost of the applicant.

Article II Connection Fees

Section 1. The following fees are based on the size of the installed water meter and shall be assessed to all connections to the Littleton Sanitary Sewer System.

5/8"	- \$ 1,450
3/4"	- \$ 6,900
1"	- \$ 13,800
1 ½"	- \$ 23,000
2"	- \$ 36,485
3"	- \$ 72,965
4"	- \$114,210
6"	- \$228,415
8"	- \$365,620
10"	- \$525,430
12"	- \$965,205

Section 2. Upgrades in the size of a water meter shall be assessed a sewer connection fee. Said fee shall be equal to the connection fee listed in Section 1 of this Appendix for the new meter size minus the connection fee listed in Section 1 of this Appendix for the old meter size.

Example:

New meter Size is 3"	\$72,965
Old Meter Size is 2"	<u>\$36,485</u>
Upgrade Connection Fee	\$36,480

Section 3. The Town of Littleton shall review water usage for each sewer user annually for the purpose of assessing additional fees for sewer usage. The annual water usage for each sewer user shall be divided by 365 in order to calculate the *Average Daily Usage (ADU Present)* for the year in question (i.e. 1994s ADU Present usage shall be calculated in the first quarter of 1995).

The *1993 Average Daily Usage (ADU Past)* for each individual water user shall be the initial baseline. ADU Past shall be calculated by dividing the total water usage for a property during 1993 by 365. ADU Past shall be updated as described in this section. When a new meter is installed, either through new construction or an upgrade, first calendar year of service with the new meter shall establish a baseline for the sewer user in question. This baseline for new or upgraded meters shall be ADU Past for the property in question.

If (ADU Present) — (ADU Past) a 30.1 Cubic Feet per Day, then a fee shall be assessed using the following formula:

$$\frac{(\text{ADU Present}) - (\text{ADU Past})}{30.1 \text{ Cubic Feet}} \times \$1,450 \times \text{FEE DUE}$$

When a fee is assessed to a sewer user, ADU Present shall become the new baseline for that user (i.e. ADU Present shall become ADU Past for the property in question). Exceptions may be made to the assessment of a fee, due to this section, in the case of a sewer user involved in the Littleton Water & Light Department running water program to prevent winter freezing. Exceptions shall be approved by the Selectmen.

Section 4. Anyone desiring to make a connection to the Littleton Sanitary Sewer System shall complete an application for said connection. Applicants shall receive written documentation from Littleton Water & Light Department indicating the water meter size to be installed. The connection fee shall be paid in full by applicant before a building permit is issued or any work is performed to make said sewer connection.

Section 5. All connection fees shall be accounted for separately by the Town. Said funds, including any interest earned through the deposit of said funds, shall be used solely for the construction or reconstruction of wastewater facilities that provide additional capacity to the system and/or upgrades the system to the next level of treatment. This shall include the separation of storm sewers from sanitary sewers, and other work to decrease infiltration into the system.

Appendix II User Charges

This Appendix establishes user charges in the Town of Littleton to provide funds needed to pay for operation and maintenance, including replacement, expenses associated with the Town's wastewater treatment works.

WHEREAS, Town of Littleton, has constructed wastewater treatment works: and

WHEREAS, it is the Selectmen's intent to establish proportionate user charges that places the costs of abatement directly on the sources of pollution, conserves potable water, and maintains financial self-sufficiency, and

WHEREAS, the USERS must pay the operation and maintenance expenses associated with the said treatment works and charge the users of said treatment works accordingly.

NOW, THEREFORE, BE IT ORDAINED BY THE Selectmen, of the Town of Littleton, that the following user charges are established in accordance with Federal Regulations (C.F.R. Sec. 35.1240).

Article I: Purpose

It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the Town of Littleton to collect charges from all users who contribute wastewater to the Littleton treatment works. The proceeds of such charges so derived will be used for the purpose of operating and maintaining the public wastewater treatment works.

Article II: Definitions

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

Section 1. "Commercial User" shall mean all retail stores, restaurants, office buildings, laundries, and other private business and service establishments.

Section 2. "Governmental User" shall include legislative, judicial, administrative, and regulatory activities of Federal, State and local governments.

Section 3. "Industrial User" shall include any non-governmental, non-residential user of publicly owned treatment works which is identified in the Standard Industrial Classification Manual, 1972, Office of Management and Budget, as amended and supplemented, under the following divisions; Division A-Agriculture, Forestry, and Fishing; Division B-Mining; Division D-

Manufacturing; Division E- Transportation, Communications, Electric, Gas and Sanitary; and Division 1- Services.

Section 4. "Institutional User" shall include social, charitable, religions, and educational activities such as schools, churches, hospitals, nursing homes, penal institutions, and similar institutional users.

Section 5. "Operation and Maintenance" shall mean those functions that result in expenditures during the useful life of the treatment works for materials, labor, utilities and other items which are necessary for managing and which such works were designed and constructed. The term "operation and maintenance" includes replacement as defined in sect

Section 6. "Replacement" shall mean expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary during the useful life of the treatment works to maintain the capacity and performance for which such works were designed and constructed.

Section 7. "Residential User" shall mean any contributor to the Town's treatment works whose lot, parcel or real estate, or building is used for domestic dwelling purposes only.

Section 8. "Shall" is mandatory; "May" is permissive.

Section 9. "Treatment Works" shall mean any devices and systems for the storage, treatment, recycling and reclamation of municipal sewage, domestic sewage or liquid industrial wastes. These include intercepting sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment and their appurtenances; extensions improvement, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled supply such as standby treatment units and clear well facilities; and any works, including site acquisition of the land that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment (including land for composting sludge, temporary storage of such compost and land used for the storage of treated wastewater in land treatment systems before land application); or any other method or system for preventing, abating, reducing, storing, treating, separating or disposing of municipal waste or industrial waste, including waste in combined storm water and sanitary sewer systems.

Section 10. "Useful Life" shall mean the estimated period during which a treatment works will be operated.

Section 11. "User Bill" shall mean that portion of the total wastewater service charge which is levied in a proportional and adequate manner for the cost of operation, maintenance and replacement of the wastewater treatment works for each individual. User Bill includes User Charge, Replacement Charge, and any other fees or charges.

Section 12. "Water Meter" shall mean a water volume measuring and recording device, furnished

and/or installed by a user and approved by the Selectmen.

Article III: Accounting

Section 1. The revenues collected, as a result of the user charges levied, shall be accounted for in a separate non-lapsing fund known as the Sewer Operation, Maintenance and Replacement Fund.

Section 2. Fiscal year-end balances in the operation, maintenance, and replacement fund shall be used for no other purposes than those designated. Monies which have been transferred' from other sources to meet shortages in the operation, maintenance, and replacement fund shall be returned to their respective accounts upon appropriate adjustment of the user charge rates operation, maintenance, and replacement. The user charge rate(s) shall be adjusted such that the transferred monies will be returned to their respective accounts within six months of the fiscal year in which the monies were borrowed.

Article IV: User Billing

Section 1. Each user shall pay for the services provided by the Town of Littleton based on his use of the treatment works as determined by water meter readings (or other appropriate methods) acceptable to the Selectmen. Said payment shall be for the operation and maintenance including replacement of the treatment works.

Section 2. For residential, industrial, institutional, governmental and commercial users, semi-annual *Usage Charges* shall be based on actual water usage of the previous-six months. All sewer users shall be required to have a water meter, approved by the Selectmen, installed.

Section 3. A Replacement Charge shall be assessed on all users at 9% of the billed Usage Charge.

Example (not actual figures): User Charge

$$\begin{array}{r} \$100.00 \\ \times 9\% \\ \hline = \$ 9.00 \text{ Replacement Charge} \end{array}$$

Section 4. Said *Replacement Charge* shall be accounted for separately and used to replace existing equipment maintaining the existing capacity of the treatment works. These monies shall not be used for the upgrade of the works or for any other purposes.

Section 5. Any user which discharges any non-domestic wastewater which cause an increase in the cost of managing the effluent of the sludge from the Town's treatment works, or any user which discharges any substance which singly or by interaction with other substances causes identifiable increases in the cost of operation, maintenance, and replacement of the treatment

works, shall pay for such increased costs. The charge to each user shall be determined by the Town Manager and approved by the Selectmen.

Section 6. The user bill calculation methodology established in this Appendix and associated Exhibits shall apply to all users of the Town's treatment works.

Article V: Collection

Section 1. Procedures for the collection of charges are under the authority of RSA 38:22.

Section 2. All users shall be billed semi-annually. Billings for any particular billing period shall be made within thirty days after the end of the period. Payments are due within thirty days after the date of billing. Any payment not received within thirty days after the date of billing shall be delinquent. All bills shall be sent to the address on record for the owner of record.

Section 3. A late payment penalty of **8% per diem** of the user charge bill will be added to each delinquent bill for each **day** or portion thereof of delinquency. When any bill is more than **one year** delinquent, a lien may be placed on the property. Said lien shall be treated as a property tax lien under RSA 80:80.

Section 4. When any bill (including interest and penalty) remains unpaid at the time of lien, such bill shall be recorded in the Grafton County Registry of Deeds by the tax collector and shall constitute a lien on the property. If such lien (including interest and penalty) remains unpaid for a period in excess of two years after the date of recordation, such property may be subject to tax collector's deed to the Town.

Article VI: Grievances

Section 1. Any user who can document that his user charge is unjust and inequitable may make official written application to the Town requesting a review of their user charge. Said application shall, where necessary, show the actual or estimated average flow of his wastewater in comparison with the values upon which the charge is based, including how the measurements or estimates were made.

Section 2. Review of the request shall be made by the Town and if substantiated, the user charges for that user shall be recomputed based on the revised flow data and the new charges shall be applicable to the next billing cycle/period.

Section 3. Requests for review must be submitted within 30 days of the date of the bill mailing. Only one official application may be submitted to the Town per billing period.

Article VII: Septic

Section 1. Septic haulers shall be charged a *Hauler Fee* which shall be billed directly to the hauler. A minimum Hauler Fee shall be assessed equivalent to the size of the tank being dumped. (See Exhibit B of this Appendix for rate calculation methodology)

Section 2. Any hauler in default on a bill more than 30 days shall lose their dumping privileges for 60 days and until the bill is paid.

Article VIII: Rate Setting

Section 1. The Town will review the user charges semi-annually and revise the rates as necessary to ensure that adequate revenues are generated to pay the costs of operation and maintenance including replacement and that the system continues to provide for the proportional distribution of operation and maintenance including replacement costs among users and user classes.

Section 2. The Town will notify each user semi-annually of the rate being charged for operation, maintenance including replacement of the treatment works.

Exhibit A to User Charges Appendix (Appendix II)

(Rate Calculation Methodology for Users Physically Connected to the Treatment Works)

This exhibit presents the methodology to be used in calculating user charge rates and surcharges and illustrates the calculations followed in arriving at the user charges and surcharges.

Section 1.

Usage Charge:

Total Water Usage (according to water meter readings)
– Cubic Feet of Water Consumed by Users having Septic Systems
– Deduct meters
+ White Mountain School Cubic Feet
= Total Billable Cubic Feet for Metered Users

Treatment Works Total Budget
÷ Total Billable Cubic Feet for Metered Users
= Sewer Rate

Sewer Rate
x Actual Individual Usage for a User
= Total Usage Charge for Metered User
(minimum shall be \$10.00 semi-annually)

Replacement Charge:

Usage Charge
x 9%
= Total Replacement Charge

Total User Bill:

Total Usage Charge
+ Total Replacement Charge
= Total User Bill

Exhibit B to User Charges Appendix (Appendix II)

This exhibit presents the methodology to be used in calculating septic user charge rates and surcharges.

Hauler Fee: Effective October 1, 2004

For residential septage collected from inside the geographic limits of Littleton:

\$0.06 per gallon dumped

For residential septage collected from outside the geographic limits of Littleton:

\$0.12 per gallon dumped

For non-residential septage and other wastewater:

To be determined in advance by the Town's Wastewater Treatment Plant operator.

These rates will be subject to annual review by the Town through its agent in charge of the wastewater treatment plant.

Proof of origination will be required. Any misrepresentation will result in termination of the privileges to dump.