

TOWNSHIP OF TOBYHANNA
MONROE COUNTY
RESOLUTION NO. 2018-008

**A RESOLUTION OF TOBYHANNA TOWNSHIP AMENDING THE FEE
SCHEDULE FOR SUBDIVISION AND LAND DEVELOPMENT, PLANNED
RESIDENTIAL DEVELOPMENT, ZONING HEARING BOARD, BOARD OF
SUPERVISORS, AND OTHER MISCELLANEOUS FEES**

I. SUBDIVISION/LAND DEVELOPMENT/PRD FEES AND ESCROW AMOUNTS

**A. *Pre-Application Meeting for Subdivisions and/or
Land Developments (including PRDs)***

1. Administrative Fee	\$50.00
*Professional Escrow Account	\$500.00

B. *Sketch Plan*

1. Sketch Plan Application	No fee
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**C. *Minor Subdivision and Residential Land Development
(Five (5) or less lots/units, no new streets)
Preliminary and Final***

1. Application Fee	\$250.00
*Professional Escrow Account	\$2,000.00

D. *Major Subdivision and Residential Land Development*

1. a. Preliminary Plan Application Fee, 0-10 lots/units	\$350.00
*Professional Escrow Account	\$2,000.00 + \$350.00 for each lot over 5 lots/units
b. Preliminary Plan Application Fee, 11-50 lots/units	\$350.00
*Professional Escrow Account	\$4,500.00 + \$200.00 for each lot over 11 lots/units
c. Preliminary Plan Application Fee, 51 lots/units	\$350.00
*Professional Escrow Account	\$12,500.00 + \$100.00 for each lot over 51 lots/units
2. Final Plan Application Fee	\$350.00
*Professional Escrow Account	Rollover remainder from Preliminary Plan \$2,500.00
Minimum Escrow	\$2,500.00
E. <i>Commercial/Industrial/Institutional/Non-Residential Land Development</i>	
1. Preliminary Plan Application Fee	\$400.00
*Professional Escrow Account	\$3,500.00
2. Final Plan Application Fee	\$400.00
*Professional Escrow Account	Rollover remainder from Preliminary Plan \$2,500.00
Minimum Escrow	\$2,500.00

3. Preliminary/Final Application Fee	\$400.00
*Professional Escrow Account	\$3,500.00
F. Planned Residential Developments (PRD)	
1. Tentative Approval Application Fee	\$400.00
*Professional Escrow Account	\$7,500.00
2. Final Approval Application Fee	\$400.00
*Professional Escrow Account	Rollover remainder from Tentative Application
Minimum Escrow	\$3,500.00
G. Planning Module Review	
Plus \$10.00/EDU for each EDU over 25	\$500.00
*Contract for Professional Services is required	
H. Lot Joinder	
	\$100.00

II. BOARD OF SUPERVISORS HEARING FEES

A. Conditional Uses	\$1,250.00 plus \$300.00 for each additional hearing
B. Pre-Application Meeting for Conditional Uses	
1. Administrative Fee	\$50.00
*Professional Escrow Account	\$500.00
C. Curative Amendments	\$1,250.00 plus \$300.00 for each additional hearing
D. Zoning Map change	\$1,000.00
*Contract for Professional Services is required	\$2,500.00
E. Township Road Dedication and/or Vacation	\$2,000.00
*Contract for Professional Services is required	\$500.00
F. All other hearings	\$1,000.00
*Contract for Professional Services is required	\$500.00

III. ZONING HEARING BOARD HEARING FEES

A. Zoning Hearing Board Variance or Special Exception	
1. Single-family residential use	\$450.00 plus \$300.00 for each additional hearing
2. Other residential use	\$750.00 plus \$300.00 for each additional hearing
3. Commercial, Commercial/Industrial or other uses	\$1,250.00 plus \$300.00 for each additional hearing
B. Pre-Application Meeting for Special Exceptions	
1. Administrative Fee	\$50.00
*Professional Escrow Account	\$500.00

C. Validity Challenge	\$1,250.00 plus \$300.00 for each additional hearing
D. Appeal of Zoning Officer Action or other Zoning Hearing Board Appeal	\$450.00
E. All other hearings	\$1,000.00
*Contract for Professional Services is required	

*All Professional Escrow Accounts shall be required to be deposited with the Township at the time of the initial Plan or permit application and the Contract for Professional Services, which is incorporated herein by reference, shall be executed at that time. When a Pre-Application meeting is required and/or requested by the Applicant, a Professional Services Contract shall be executed at that time, with the applicable escrow deposit. Township incurred professional fees shall be billed in accordance with the attached Professional Fee Schedule, and Township administrative expenses shall be reimbursed at no less than \$50.00 per month.

IV. PROFESSIONAL FEES

The authority for professional consultant fees is found at Section 503(1) of the Municipalities Planning Code. Professional consultant is defined at Section 107 of the MPC as "Persons who provide expert or professional advice, including, but not limited to, architects, attorneys, certified public accountants, engineers, geologists, land surveyors, landscape architects or planners." The hourly rates for each Township professional consultant are as follows:

1. Township Engineer:	\$98.00 per hour
2. Township Solicitor:	\$185.00 per hour Grim, Biehn & Thatcher
3. Traffic Engineer:	\$90.00 per hour/per staff member \$50.00 per hour/per support staff
4. Other Professional Consultant:	as deemed if necessary on a case by case basis

V. ZONING FEES

New building or addition (Commercial)	\$0.25 per sq. ft.
New building or addition (Residential)	\$0.20 per sq. ft.
Antennas Co-Locators	\$50.00 per antenna
Certificate of Occupancy	\$35.00
Construction/Job Trailer	\$100.00
Encroachment Permit	\$75.00
Home Occupation Permit	\$50.00
Non Conformance Certificate	\$100.00
Pool (above ground)	\$30.00
Pool (inground)	\$30.00 plus \$0.20/ sq.ft.
Road Cuts	\$100.00 plus \$1000.00 Bond
(cuts over 30' Length, 10' Depth and 4' Width will have an additional charge)	
Razing Permit (Commercial)	\$55.00 plus \$1.00 per \$1,000 cost to remove
Razing Permit (Residential)	\$35.00 plus \$1.00 per \$1,000 cost to remove
Partial Razing (Commercial)	\$30.00

Partial Razing (Residential)	\$20.00
Reinspection/recall per visit	\$35.00
Re-roof	\$10.00
Use/Compliance Permit (Change of Use)	\$35.00
Zoning Compliance Letter	\$20.00

SIGN PERMITS

Total sign face less than 100sq.ft.	\$75.00
Total sign face 100sq.ft. or more	\$75.00 plus \$2.00/sq.ft. for each sq.ft. over 100sq.ft
Sign face replacement	\$50.00

ALL THE ABOVE MENTIONED APPLICATION FEES ARE NON-REFUNDABLE

VI. SEWAGE

Port a Potty	\$25.00
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Sewage Permit

(New, Replacement or Major Repair)

SEE ATTACHED EXHIBIT "A" [Barry Isett & Assoc.Inc. Fee Schedule 1/25/18]

Central Sewer

Assessment Fee (Commercial)	\$3,000.00
Assessment Fee (Residential)	\$1,500.00
Hook Up Inspection Fee	\$50.00 First half hour \$40.00 thereafter
Repair Permit Fee	\$90.00
Grease Discharge Permit Fee	\$100.00
Capping and Sealing Inspection Fee	\$50.00
Certification or no sewer lien letter	\$10.00

VII. BUILDING RENTALS***Main Lodge Rentals - rental period is May 1 thru October 8***

Monday thru Thursday	\$75.00
Monday thru Thursday (Non-Profit)	N/C
Friday, Saturday, Sunday and Holidays	\$275.00
Friday, Saturday, Sunday and Holidays (Non-Profit)	\$175.00
Deposit (refundable)	\$150.00

VIII. MISCELLANEOUS

Alarm Registration	\$25.00
Alarm Registration - Senior Citizen	\$10.00
Building Code Appeal	\$450.00 plus additional legal fees
Burn Permit	\$20.00
Firefighting cost per Twp. Code Chapter 68.8 Brush Truck 1st Hr. on scene	\$300.00

Brush Truck after 1st Hr. on scene	\$150.00
Chainsaw per Hour	\$35.00
Engine/Pumper 1st Hr. on scene	\$500.00
Engine/Pumper after 1st Hr. on scene	\$250.00
Tanker 1st Hr. on scene	\$500.00
Tanker after 1st Hr. on scene	\$250.00
Fireworks Display Permit	\$250.00
Outdoor Wood Burner Permit	\$50.00

SALE PERMITS

Bazaar, Fair, Festival	\$10.00
Flea Market	\$150.00 annually
Lawn, Yard, Garage, Tag, Auction	\$10.00
Transient (8 days/year consecutively or seperately)	\$300.00

Black and White Copies	\$0.25 per page
Color Copies	\$0.50 per page
Fees for duplication by photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means and other means of duplication	\$0.25 per page
Certification of a record	\$5.00 per record
Copying of Public Record to CD	\$5.00
Facsimiles	\$1.00 per page
Over Draft Charge	\$25.00 plus bank charge
Postage	Current Rate

Any application or submittal not listed in this schedule needing review(s) by professional consultant(s) shall be required to enter into a professional service agreement with an escrow deposit to be determined by the Township.

IX. REPEALER

All fees set forth in prior Resolutions which are inconsistent with the fees set forth herein are hereby repealed.

RESOLVED, this **6th** day of **February, Two Thousand Eighteen (2018)**.

ATTEST:

**TOWNSHIP OF TOBYHANNA
BOARD OF SUPERVISORS**

Julia Heilakka, Township Secretary

Anne Lambertson, Chair

John J. Holahan, III, Vice Chair

Heidi A. Pickard, Member

Brendon J. E. Carroll, Member

David Carbone, Member

TOBYHANNA TOWNSHIP

105 Government Center Way, Pocono Pines, PA 18350
 Phone (570) 646-1212
 Fax (570) 646-9025

Sewage Enforcement
 Barry Isett and Associates, Inc.
 525 Main Street, Suite 200, Stroudsburg, PA 18360
 Phone (272) 200-2050

RESIDENTIAL AND NON-RESIDENTIAL SEWAGE DISPOSAL ESCROW/FEE SCHEDULE (Effective 1/18)

PLEASE MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO "Tobyhanna Township"

1. **SITE EVALUATIONS & PERCOLATION TESTING (NEW SYSTEMS & MAJOR REPAIRS):**
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|--|-------------------|
| Residential Systems (includes soil probes and one (1) 6-hole percolation test) | \$ 625.00 per Lot |
| Non-residential / Community Systems: | |
| Soil Probes (includes max. four (4) soil probes) | \$ 225.00 per Lot |
| Percolation Test (6-hole test) | \$ 400.00 per Lot |
| Percolation Test (each additional 6-holes) | \$ 100.00 |
| Percolation Test (two (2) 6-hole tests simultaneously) | \$ 500.00 |

*Notes: All applications for testing include a one-time \$75.00 Administrative Fee (non-refundable).
 Fees must be submitted before the Township releases the site suitability report and test results.*

2. **PERMIT APPLICATION FEES (NEW PERMITS):**
- | | |
|---|--------------------|
| Residential Applications (includes holding tanks) | \$ 275.00 per Lot |
| Non-residential/Community Applications (includes holding tanks) | \$ 320.00 1-2 EDUs |
| EDU = Equivalent Dwelling Unit = 400 Gallons Per Day (GPD) | \$ 370.00 3-5 EDUs |
| | \$ 420.00 5+ EDUs |

*Notes: All permit applications include a \$75.00 Administrative Fee (non-refundable).
 Application fee includes design review, stakeout inspection, and permit.*

***All new applications shall include applicable fee for installation inspections (see below).*

3. **PERMIT APPLICATION FEES (REPAIRS, REDESIGNS, RENEWALS & TRANSFERS):**
- | | |
|---|-----------|
| Applications for Minor Repairs or Redesigns (each occurrence) | \$ 160.00 |
| Applications for Major Repairs or Redesigns (each occurrence) | \$ 260.00 |
| Applications for Permit Renewals (each occurrence) | \$ 160.00 |

Note: Relocations are considered new testing and will require new site evaluation and new application fees.

4. **INSTALLATION INSPECTIONS**
- | | |
|---|-----------------------------------|
| Residential Installations (Pressurized Systems) | \$ 400.00 per Lot |
| Residential Installations (Gravity Systems) | \$ 300.00 per Lot |
| Non-residential/Community Installations | \$ 55.00 plus \$ 100.00 per Insp. |
| Callback/Re-inspection fee (per occurrence) | \$ 25.00 |
| Verification of Prior Testing /Consultation for Certificates of Occupancy | \$ 160.00 per Lot |

5. **SUBDIVISION FEES (IN ADDITION TO SITE EVALUATION & PERCOLATION TESTING)**
 Fees for planning exemptions, plan reviews (Component 1, 2 3 and 4a) and non-building waivers will be performed on an hourly basis, with all applications to include a \$50.00 Administrative Fee (non-refundable).

SEO Services (hourly rate)	\$ 80.00 per hour
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"Tobyhanna Township reserves the right to assess an additional fee of up to \$80 Per Hour in the event testing requires services rendered by the Sewer Enforcement Officer are in excess above normal and reasonable time frames"

Note: All checks should be made payable to "Tobyhanna Township." All fees subject to periodic municipal review and revision.

RESOLUTION 2018-008 EXHIBIT "A"