

**TOWNSHIP OF TOBYHANNA  
MONROE COUNTY  
RESOLUTION NO. 2026-002**

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

### ***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
Minimum Escrow	\$2,500.00

#### *E. Commercial/Industrial/Institutional/Non-Residential Land Development*

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
Minimum Escrow	\$2,500.00

3. Preliminary/Final Application Fee *Professional Escrow Account	\$400.00 \$3,500.00
<b>F. Planned Residential Developments (PRD)</b>	
1. Tentative Approval Application Fee *Professional Escrow Account	\$400.00 \$7,500.00
2. Final Approval Application Fee *Professional Escrow Account	\$400.00 Rollover remainder from Tentative Application
Minimum Escrow	\$3,500.00
<b>G. Lot Joinder</b>	
	\$100.00
<b>H. Request for waiver of Land Development</b>	
Application *Professional Escrow Account	no charge \$2,500.00 minimum

## **II. BOARD OF SUPERVISORS HEARING FEES**

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

## **III. ZONING HEARING BOARD HEARING FEES**

<b>A. Zoning Hearing Board Variance or Special Exception</b>	
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><i>B. Pre-Application Meeting for Special Exceptions</i></b>	
1. Administrative Fee	\$50.00
*Professional Escrow Account	\$500.00
<b><i>C. Validity Challenge</i></b>	
	\$1,250.00 plus \$300.00 for each additional hearing
<b><i>D. Appeal of Zoning Officer Action or other Zoning Hearing Board Appeal</i></b>	
	\$450.00
<b><i>E. All other hearings</i></b>	
*Contract for Professional Services is required	\$1,000.00

\*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:

<b><i>1. Township Engineer:</i></b>	\$98.00 per hour
<b><i>2. Township Solicitor:</i></b>	\$225.00 per hour
<b><i>3. Other Professional Consultant:</i></b>	as deemed if necessary on a case by case basis

## **V. ZONING FEES \***

New building or addition (Commercial)	\$0.30 per sq. ft.
New building or addition (Residential)	\$0.25 per sq. ft.
Certificate of Occupancy	\$90.00
Construction/Job Trailer	\$120.00
Encroachment Permit	\$75.00
Home Occupation Permit	\$60.00
Non Conformance Certificate	\$120.00
Pool (above ground)	\$35.00
Pool (inground)	\$35.00 plus \$0.25/ sq.ft.
Road Cuts	\$100.00 plus \$1000.00 Bond
	(cuts over 30' Length, 10' Depth and 4' Width will have additional charge)
Reinspection/recall per visit	\$90.00
Use/Compliance Permit (Change of Use)	\$42.00
Zoning Compliance Letter	\$25.00
Certificate of Occupancy Increase	\$100.00
	(Additional Bedrooms With No Additional Square Footage)

## ***SIGN PERMITS***

Total sign face less than 100sq.ft.	\$90.00
Total sign face 100sq.ft. or more	\$90.00 plus \$2.00/sq.ft. for each sq.ft. over 100sq.ft
Sign face replacement	\$60.00
Banner Days	\$1.00 per day

## ***WIRELESS COMMUNICATIONS FACILITIES***

Non-Tower WCF	\$500.00 for up to five, \$100.00 for each thereafter
Tower-Based WCF (outside ROW)	\$2,500.00
Pole Facility (inside ROW)	\$1,000.00
Antennas Co-Locators	\$50.00 per antenna
<u>Annual ROW Fees</u>	
Pole Facility (inside ROW)	\$750.00
Non-Tower WCF (inside ROW)	\$500.00
Small WCF	\$270.00

ALL THE ABOVE MENTIONED APPLICATION FEES ARE NON-REFUNDABLE

\* Permits applied for after commencement of construction shall be two times the regular fee, plus any additional penalties prescribed by Township Ordinances.

## VI. SEWAGE

### **Sewage Permit**

#### **New System/Modification Permitting (not including testing)**

Regular (refund of \$370.00 if denied)	\$680.00
Drip, IRSIS System	\$850.00
Community System	\$850.00
Renewal of Permit (before expiration)	\$315.00

### **Repairs Permitting**

All Repairs	\$315.00
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### **Testing and other fees**

Re-Design Review fee	\$370.00
Site Suitability Report (testing only)(refund of \$80 if denied)	\$370.00
Planning Module Review	\$260.00
Additional Planning Module Review	\$130.00 per occurrence
Additional Soil Probe	\$130.00
Additional perc observation between 4-6 holes	\$130.00
Additional perc observation between 7-12 holes	\$130.00
Additional perc observation between 13-18 holes	\$230.00
Site Investigation/visits/additional inspection by SEO	\$110.00 per hour
Certification or no sewer lien letter	\$15.00
Holding Tank Escrow Fee	\$1,500.00 plus inspection costs
Professional Service Agreement Escrow Fee	\$500.00 plus \$5.00 admin. fee
Port a Potty	\$40.00

## VII. Short Term Rental Permit Fees

Short Term Rental Permit Fee	\$600.00 Initial Permit per Property
Short Term Rental Renewal Permit Fee	\$500.00 Renewal Permit each year per Property

### VIII. BUILDING RENTALS

#### *Main Lodge Rentals - rental period is May 1 thru October 12*

Monday thru Thursday	\$215.00
Monday thru Thursday (Non-Profit)	\$190.00
Friday, Saturday, Sunday and Holidays	\$315.00
Friday, Saturday, Sunday and Holidays (Non-Profit)	\$215.00
Deposit (refundable)	\$150.00

### IX. MISCELLANEOUS

Alarm Registration	\$26.00
Alarm Registration - Senior Citizen	\$10.00
Building Code Appeal	\$475.00 plus additional legal fees
Burn Permit	\$25.00
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	\$260.00
Outdoor Wood Burner Permit	\$55.00

#### **SALE PERMITS**

Bazaar, Fair, Festival	\$15.00
Flea Market	\$160.00 annually
Lawn, Yard, Garage, Tag, Auction	\$15.00
Transient (8 days/year consecutively or separately)	\$315.00
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
24" x 36" Plotter Prints	Black & White \$1.98/Color \$2.98 per page
30" x 42" Plotter Prints	Black & White \$3.00/Color \$4.38 per page
Larger Plotter Prints	Black & White \$0.33 per sq. ft./Color \$0.50 per sq. ft.
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.