

## ADMINISTRATION 2012

### 1. OFFICE

A. Mailing Fee: Actual Postage plus handling fee of	\$ 3.00	G: Copy to Disk	5.00
B. Photo Copies (per page/per side – letter & legal)	.25	H: Fax (per page)	.25
Color Copies (per page/per side – letter & legal)	.50		
C. Return Check Charge	25.00		
D. Certifications – sewer/liens/water	10.00		
E. Administrative flat fee charged <u>on all bills</u>	10.00		
F: True & Correct Certification (in additions to copy fees)	2.00		

### 2. MILEAGE REIMBURSEMENT TO EMPLOYEES

A. Set at the Annual Organizational Meeting of the Board of Supervisors, as established by the IRS.

### 3. LEGAL FEES

A. Per attached schedule as billed to the Township.

### 4. LIQUOR CONTROL BOARD HEARINGS

A. Fee	\$ 2,000.00
B. Escrow	\$ 3,000.00

### 5. EMERGENCY SERVICES BILLING SCHEDULE                      AS PER ATTACHED

### 6. MINIMUM TAX REFUNDS

A. Resolution 07-19-06 establishes a new minimum for Township tax refunds. The Tax Collector and the Township Treasurer will no longer issue refunds for amounts under \$5.00.

## HIGHWAYS 2011

### 7. HIGHWAY DEPARTMENT FEES

A. Snow Plowing including operator plus material - \$125.00 per hour per piece of equipment with a \$125.00 minimum and material at a rate of \$25.00 per 1,000 feet or portion thereof with a \$50.00 minimum.	
B. Use of Equip. for clean-ups, spills & misc. incidents	\$125.00/hr/pc. of eqpt. w/operator
C. Additional Labor	60.00/man hour

### 8. STREET SIGNS AND MARKINGS

A. Street Name Signs Systems	
1. Street Name Sign	\$ 50.00
2. Cap (with screws)	25.00
3. Crosspiece (with screws)	25.00

<b>B. Traffic Control Sign Systems</b>		
1. 30" X 30" Watch Children / No Outlet, etc		58.00
2. 24" X 30" Speed Limit, etc.		45.00
3. 30" X 30" Stop		58.00
4. Other sizes & titles	as quoted	
5. Lap Splice Post System Complete		55.00
3½ ft. ground post includes 9 ft. channel post & hardware		
6. Square Post Breakaway System (PADOT)		55.00
10 ft. post includes 30 in. ground stake & hardware		
7. Snow Stake – 6 ft. green post		12.00
8. Flexible delineator		30.00

<b>PLANNING FEES 2012</b>
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**9. ENGINEERING FEES**

A. General Planning Engineer - Keystone Consulting	Per attached schedule
B. Traffic Engineer - Lehigh Engineering	Per attached schedule
C. Special Review Engineer - Spotts, Stevens & McCoy	Per attached schedule

**10. RECYCLING CONTAINERS**

A. As established by Ordinance 1991-2 (page 15 and supplemental Rules & Regulations adopted March 20, 1991)		
1. Initial recycling container		free
2. 1 <sup>st</sup> replacement or additional container		\$ 5.00
3. 2 <sup>nd</sup> and each subsequent replacement in a calendar year		15.00

**11. SALE OF MAPS AND PUBLICATIONS**

A. Maps	\$ 5.00 each
B. Comprehensive Plan for North Whitehall Township	25.00 each
C. Sub division & Land Development Ordinance	25.00 each
D. Zoning Ordinance	25.00 each
E. Plotting service fee	40.00 hr plus materials to be determined
F. Large format copies – greater than 11"X17"	5.00 each sheet

**12. SUBDIVISION AND LAND DEVELOPMENT SUBMISSION FEES**

1. 1 <sup>st</sup> to 2 <sup>nd</sup> Lots	\$ 250.00 per lot
2. 3 <sup>rd</sup> to 10 <sup>th</sup> Lots	1,000.00 per lot
3. 11 <sup>th</sup> to 30 <sup>th</sup> Lots	1,500.00 + 50.00 per lot
4. 31 <sup>st</sup> Lot +	2,000.00 + 50.00 per lot
5. Land Development	Ten Cents (.10) per sq. ft. of building floor area and impervious coverage (rounded to the nearest whole dollar).

**13. LOT LINE/LOT CONSOLIDATION FEES**

1. 1 <sup>st</sup> to 2 <sup>nd</sup> Lots	minimum \$500.00
2. 3 or more Lots	250.00 per lot

## 14. ESCROW FEE SCHEDULE FOR CONSULTING ENGINEERING, LEGAL FEES AND OUT OF POCKET COSTS

### A. SCOPE

1. Applies to all Township Consulting Engineering Fees, Legal Fees, and " Out of Pocket" costs incurred by the Township in the review of plans and related documents. These plans include, but are not limited to, subdivisions, resubdivisions, land developments, lot line adjustment use applications.

### B. SCHEDULE

#### 1. Residential Developments

- a. \$5,000.00 per lot or proposed dwelling unit for 0 to 5 lots, \$7,000.00 per lot or proposed dwelling unit for 6 or more lots. Residue land shall count as one lot.
- b. Maximum Escrow Amount \$50,000.00
- c. Minimum Escrow Amount 5,000.00
- d. Lot Line Adjustment 2,000.00

#### 2. Nonresidential Development

- a. \$10,000 per acre or fraction thereof (gross area)
- b. Maximum Escrow Amount \$50,000.00
- c. Minimum Escrow Amount 10,000.00

#### 3. Sketch Plans

- \$1,000 per lot or \$3,000 per land development
- Minimum Escrow Amount \$ 3,000
- Maximum Escrow Amount \$ 7,500

### C. ESTABLISHMENT AND OPERATION OF THE ESCROW ACCOUNT

1. The escrow amount shall be payable at the time of the first submission, sketch or preliminary, to the Township and shall remain in effect through the completion of the review and recording process.
2. Escrow amounts deposited with the Township may be placed in a non-interest bearing account along with other funds; however, a separate accounting shall be made for each development or project.
3. Bills for engineering and legal work done and "Out of Pocket" costs incurred on the specific development will be currently paid from the respective escrow account.
4. An Administrative fee of \$10.00 will be added to costs described in A (above) for general administrative and overhead costs, and paid to the Township.
5. Statements regarding withdrawals for documented expenses incurred and account balances will be sent to the developer. Developer shall have 14 days from receipt of a bill from the municipality to dispute the amount of review fees. If the municipality and applicant cannot agree on the amount, the professional resolving the dispute shall be of the same profession as the consultants whose fees are being disputed.
6. When the escrow account balance falls below 25% of the initial deposit or \$1000, whichever is larger, the balance shall be replenished to 1/2 of the initial deposit amount at the discretion of the Secretary. The Township will refuse to accept or process any further submittal or reviews during such time that the balance in the escrow account is less than the above minimums.
7. The balance shall be returned or refunded after recording of the plan, or at termination of the project, within 30 days of receipt of a written request from the developer and upon completion satisfactory to the Township Engineer and Solicitor.

**15. TRAFFIC IMPACT STUDY CONTRIBUTION**

- A. As amended by Ordinance No. 2000-1: The Subdivision and Land Development Ordinance a/k/a SALDO
  - 1. Newly created lot to be used or intended to be used for a building lot 1-50 lots \$ 200.00 per lot
  - 2. A Traffic Impact Study may be required pursuant to the Ordinance.
  
- B. Traffic Study or Contribution for Land Developments and Subdivisions with estimated ADT less than 500.
  - 1. The North Whitehall Traffic Engineer may determine an appropriate contribution to the Traffic Impact Study fund in lieu of a traffic study if said study is deemed inappropriate.

**16. RECREATION CONTRIBUTION IN LIEU OF PUBLIC DEDICATION OF LAND**

- A. The developer is required to contribute the sum, as designated by current Comprehensive Parks, Recreation and Open Space Plan Ordinance, per newly created lot to be used or intended to be used for a dwelling unit.
  
- B. Nonresidential land development – Twenty-five Cents (25¢) per square foot of building area and impervious coverage (rounded to the nearest whole dollar).

**17. CONDITIONAL USE APPEAL**

- A. A \$1,000 dollar fee plus one-half of the stenographers cost for all meetings.



**18. PAVILION RENTAL AT INDEPENDENCE PARK**

- A. A Pavilion Reservation Form to rent the **Veterans Pavilion**, 24'X 60', must be completed to utilize the large pavilion. The rental rate is \$100.00 per day after a security deposit of \$100.00 is received.
  
- B. A Pavilion Reservation Form to rent the **Lions Pavilion**, 20'X 52', must be completed to utilize the smaller pavilion. The rental rate is \$75.00 per day after a security deposit of \$100.00 is received.

**19. SUMMER SPORTS CAMP FEES**

- A. Resident fee & Non-resident fee 45.00/camp
  
- B. Administration fee for camp refunds 10.00

## SEWER 2012

### 20. ON-SITE SEWAGE DISPOSAL

#### A. SOIL TESTING FEES

Three probes, per lot	\$200.00
Additional soil probes, per hour	60.00
Perc test performed by SEO	400.00
Perc test observed by SEO, per hour	60.00

#### B. PERMIT AND INSPECTION FEES

Permit application for complete systems	\$ 120.00
Permit application for new or repaired tanks	50.00
One inspection, in-ground system	80.00
Two inspections mound or subsurface system	160.00
One inspection, new or repaired tanks	80.00
Each additional inspection required, per inspection	80.00
Re-issue an expired permit	100.00

#### D. OTHER FEES

Site Consultation/investigation, per hour	\$ 60.00
Verify previous soil testing, per test	60.00
Investigation of complaints/malfunions, per hour	60.00
Other duties including, meetings, planning module reviews, enforcement hearings, annual holding tank inspections and record keeping, etc., per hour	60.00

### THE FOLLOWING LANGUAGE IS REQUIRED TO BE IN THE FEE SCHEDULE RESOLUTION:

1. The Sewage Enforcement Officers are authorized to perform soil testing for Sewage Facilities Planning Modules and to sign the false swearing statement on the module.
2. The Sewage Enforcement Officers are authorized to collect all fees and remit the fees to the Township.
3. The Township shall remit all fees back to the SEO's as payment for services, except that \$ 25.00 from each permit application fee for new systems shall be kept by the Township.

### 21. TAPPING FEE

1. A tapping fee of \$ 5,000.00 shall be charged to all users in Timberidge VI & VII and Ormrod area serviced by Coplay Whitehall Sewer Authority in North Whitehall Township.

### 22. TRUNK LINE FEE

1. A \$262.00 fee shall be charged to all users in Timberidge VI & VII and \$131.00 in the Ormrod area serviced by Coplay Whitehall Sewer Authority in North Whitehall Township, for each connection to the sewer system.

### 23. SEWER CERTIFICATION FEE

1. A \$10.00 fee shall be charged for the issuance of certificates for final sewer readings, lien clearances, and other documents requested in connection with the start-up, changeover, and termination of services.

**24. SEWER / MINIMUM BILLING / UNIT CHARGE / LATE FEE**

1. A minimum billing of \$20.00 per quarter for public sewer bills is established.
2. A unit charge of \$ 5.75 per unit is established. One unit is 100 cubic feet which is equivalent to 748 gallons. Sewer billing is determined by **TOTAL** water usage as determined by water meter reading from Northampton Borough Municipal Authority.
3. A late fee of 10% of the unpaid balance is added to each past due bill.

**TAX OFFICE 2012**

**25. REAL ESTATE TAX CERTIFICATION**

- A. As established by Resolution 12-27-90 \$10.00

**26. DUPLICATE REAL ESTATE TAX BILL**

- A. The elected Tax Collector shall charge a \$ 2.00 fee for a duplicate real estate tax bill when the request for a bill comes from other than the property owner.

**27. CHARGE FOR RETURNED CHECK**

- A. The elected Tax collector shall charge a \$ 25.00 fee for returned checks.

**28. MOVING PERMITS (Issued by Tax Collector)**

- A. As established by Ordinance 72-3
1. A Moving Permit is required to move into, out of, or within the Township. They must be obtained from the Tax Collector. The fee for a moving permit is \$ 1.00.

**29. MINIMUM TAX REFUNDS**

- A. Resolution 07-19-06 establishes a new minimum for Township tax refunds. The Tax Collector and the Township Treasurer will no longer issue refunds for amounts under \$5.00.

**30. MOBILE HOME REMOVAL PERMIT**

- A. As established by Resolution 1-3-12 \$2.00

**ZONING & PERMITTING 2012**

**31. ROAD OPENING PERMIT (Issued by Codes Enforcement Officer)**

Refer to "Road Opening Ordinance"

**32. HIGHWAY OCCUPANCY PERMITS (Issued by Codes Enforcement Officer)**

- A. Driveway permits \$ 75.00
- B. On existing driveways only an inspection fee is required. 35.00
- C. On work performed within Township rights-of-way and other work not including driveways, fees will be based on the current Penn Dot fee schedule.

**33. USE AND OCCUPANCY PERMIT (Issued by Codes Enforcement Officer)**

- A. A use and occupancy permit is required for a change in use of a structure or land.  
This fee shall be at the flat rate of \$50.00 plus \$25.00 per inspection, a minimum of \$75.00.

**34. EARTH MOVING PERMIT AS DESIGNATED BY THE CURRENT ZONING ORDINANCE (Issued by Codes Enforcement Officer)**

- Based on the total amount of earth disturbance proposed by acres to be disturbed
- A. Up to 1 acre \$ 20.00
  - B. 1 acre to 5 acres 50.00
  - C. 5.01 acres to 25 acres 100.00
  - D. 25.01 acres and greater 200.00 plus any additional incurred engineering fees

**35. ON LOT FINAL GRADING PLAN**

- A. As established by Article XI of Ordinance 2002-1
  - 1. \$150.00 per plan plus \$ 50.00 per additional site inspection.

**36. FLOOD PLAIN FEE**

- A. As established by Ordinance 2001-3 in addition to the regular building permit fees.

**37. MOVING PERMIT – see Tax Office**

**38. RESIDENTIAL UCC PERMITS**

Application fee (includes zoning review and certificate of occupancy. Plan review and inspections are a separate fee determined by 3<sup>rd</sup> party agencies)

- A. L&I training fee applies to all permits \$4.00
- B. New construction, manufactured, modular, and additions to existing structures 50.00
- C. Accessory Structures greater than 1,000sqft 50.00
- D. Renovations and alterations 50.00
- E. Decks, porches, patio roofs 40.00
- F. In ground, above ground pools, hot tubs, spas 40.00
- G. Fences greater than 6ft and retaining walls greater than 4ft 40.00
- H. Demolition 40.00
  - Each additional structure demo 10.00
- I. Heating stoves and fireplaces 40.00
- J. Security and fire alarms 40.00
- K. Photovoltaic (solar) panels and wind turbines 40.00
- L. Plumbing, electrical, mechanical 40.00
- Any project not listed, apply for fee

**39. NON-RESIDENTIAL UCC PERMITS**

Application fee (includes zoning review and certificate of occupancy. Plan review and inspections are a separate fee determined by 3<sup>rd</sup> party agencies)

- A. L&I training fee applies to all permits \$4.00
- B. New construction 150.00
- C. Additions, renovations, alterations 100.00
- D. Fence greater than 6ft and retaining walls greater than 4ft 40.00
- E. Signs (per structure) 40.00

F. Demolition (per structure)	40.00
G. Fire suppression	40.00
H. Kitchen hood	40.00
I. Re-roof, non-structural	40.00
J. Photovoltaic (solar) panels and wind turbines	40.00
K. Plumbing, electrical, mechanical	40.00
Any project not listed, apply for fee	

**40. BUILDING APPEALS**

A. Building Code Appeal Escrow Account	\$750.00
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**41. ZONING PERMITS**

A. Grading	\$200.00
B. Accessory structures less than 1,000sqft	30.00
C. Home occupation	50.00
D. Deck – under 30” above grade	30.00
E. Fences and retaining walls	30.00
F. Razing	30.00
G. Patios	30.00
H. Signs	30.00
I. Blasting	30.00
Any other not covered by building permits	30.00

**42. PEDDLERS AND SOLICITORS LICENSE**

A. Any individual who peddles or solicits must make an application for a license to the Code Enforcement Officer. An annual fee of \$ 300.00 or \$25.00 per month must be paid to the Township before the license is issued.

**43. ZONING HEARING BOARD APPEAL FEE**

A. Variance Appeal	\$750.00
B. Special Exception Appeal	750.00
C. Enforcement Notice Appeal	500.00
D. All other Zoning Appeals, including Zoning Officer's Determination and Interpretation	500.00
E. All applicants shall pay to North Whitehall Township one-half of the stenographers appearance cost for each meeting continued beyond the <u>applicant's first zoning meeting</u> . The applicant will be billed \$250.00 separately for each additional zoning meeting after the first meeting.	

**44. RE-ZONING PETITIONS TO AMEND ZONING ORDINANCE/AMEND ZONING MAP**

A. Fee	\$ 2,000.00
B. Escrow	\$ 3,000.00

**45. ZONING SITE PLAN FEE AND ESCROW AMOUNTS**

A. The zoning site plan review fee is \$ 100.00. An escrow account shall be established for this zoning site plan in the amount of \$ 1,000.00. A \$10.00 administrative fee shall apply to all disbursements from this escrow account.

**46. CURATIVE AMENDMENT**

A. A \$ 2,000.00 dollar fee plus one-half of the stenographers cost for all meetings.

## **2012 Municipal Fee Schedule – Legal Services**

All rates scheduled per hour:

Attorney            \$175.00

Paralegal         \$ 85.00

Administrative Assistant         \$35.00



**KEYSTONE**  
CONSULTING  
ENGINEERS

**CIVIL ENGINEERS & SURVEYORS**

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**2012 PROFESSIONAL FEE SCHEDULE**

	<b><u>HOURLY RATE</u></b>
PRINCIPAL/PROFESSIONAL ENGINEER	\$ 104.50
SENIOR ENGINEER / PROJECT MANAGER	\$ 89.50
PROFESSIONAL LAND SURVEYOR	\$ 87.00
PROFESSIONAL GEOLOGIST	\$ 96.50
PROJECT ENGINEER / SENIOR ENGINEERING DESIGNER	\$ 86.00
ENGINEERING DESIGNER I	\$ 71.00
ENGINEERING DESIGNER II	\$ 77.50
ENGINEERING DESIGNER III	\$ 83.50
ENGINEERING TECHNICIAN I	\$ 55.00
ENGINEERING TECHNICIAN II	\$ 62.00
DRAFTSMAN I	\$ 38.50
DRAFTSMAN II	\$ 43.50
LANDFILL INSPECTOR	\$ 79.00
BUILDING INSPECTOR	\$ 70.00
CONSTRUCTION INSPECTOR I	\$ 52.00
CONSTRUCTION INSPECTOR II	\$ 64.00
SEWAGE ENFORCEMENT OFFICER	\$ 80.00
FIELD SURVEY CREW (1-MAN)	\$ 93.50
FIELD SURVEY CREW (2-MAN)	\$ 116.50
FIELD SURVEY CREW (3-MAN)	\$ 143.50
ELECTRONIC SURVEY EQUIPMENT	\$ 19.50
ROBOTIC SURVEY EQUIPMENT	\$ 24.00
GPS SURVEY EQUIPMENT	\$ 43.00
TYPIST/TECHNICIAN I	\$ 39.50
TECHNICIAN II	\$ 45.50
SOIL INFILTRATION EQUIPMENT	\$ 21.00/PER DAY
WATER LEVEL METER	\$ 21.00/PER DAY
TRAFFIC COUNTER	\$ 5.00
TRAFFIC CLOSED-LOOP SOFTWARE	\$ 5.00
PRINTS (IN QUANTITY)	\$ 6.00/PRINT
PHOTOCOPIES (IN QUANTITY)	\$ 0.30/COPY
* EXPERT TESTIMONY BILLED AT A RATE OF	\$ 144.00

## 2012 MUNICIPAL RATE SCHEDULE

[VALID THROUGH DECEMBER 31, 2012]

<u>Description<sup>(1)</sup></u>	<u>Charge Rate</u>
Administrative Support	\$ 40.00 per hour
Technician, Project Support	\$ 63.00 per hour
CAD Drafter, Specialist I	\$ 74.00 per hour
Designer, Land Surveyor, Planner I, Project Representative, Specialist II	\$ 85.00 per hour
Senior Designer, Senior Land Surveyor, Planner II, Senior Project Representative, Specialist III	\$ 97.00 per hour
Engineer, Geologist, Planner III, Specialist IV	\$107.00 per hour
Technical Manager, Senior Engineer, Senior Geologist, Senior Planner, Specialist V	\$ 117.00 per hour

These rates apply to all projects executed and billed on a standard time and material basis. These rates do not include applicable sales tax. Project related expenses chargeable to the client include travel and living expenses for all personnel required to be away from the office in connection with the work; long distance telephone charges; postage and shipping costs of samples and other materials; job expendable materials and supplies; special equipment rental; printing; reproduction; electronic data processing; and the use of SSM Group, Inc. and its employees' vehicles. Overtime rates of 1.5 times normal rates apply to non-exempt employees for projects requiring overtime previously approved by the client. The services of outside consultants or specialists are charged at cost plus ten percent (10%). Standard billing terms apply.

- <sup>(1)</sup> The terms "Engineer", "Land Surveyor" and "Geologist" are strictly limited to those individuals who are registered professionals in their respective disciplines. Use of these terms in titles or by reference is governed by the Engineer, Land Surveyor and Geologist Registration Law, 63 P.S. § 148 et seq and Regulations of the State Registration Board for Professional Engineers, Land Surveyors and Geologists, 49 PA CODE, Chapter 37.

The Specialist categories above include graduate engineers, graduate land surveyors and graduate geologists not registered in Pennsylvania.

**North Whitehall Township Emergency Services Organization**  
**Emergency Services Billing Schedule**

<b>Vehicular Incidents</b>	<b>Per affected vehicle (first 2 hours)</b>	<b>Per affected vehicle (each additional hour)</b>
Motor vehicle accident (10-45)	\$160.00	\$150.00
Motor vehicle accident w/rescue District Fire Co	\$160.00	\$150.00
Twp Rescue Co	\$160.00	
Any other vehicular incident (covered by vehicular insurance)	\$160.00	

<b>Spill incidents</b>	<b>Per affected vehicle (first 2 hours)</b>	<b>Per affected vehicle (each additional hour)</b>
Spill containment	\$160.00	\$150.00

<b>Additional Materials (subject to current costs)</b>	<b>Charge</b>	<b>Unit</b>
Dry Absorbent - normal purpose	\$12.00	50 lb bag
Dry Absorbent - specialized purpose (Sorbital AP)	\$72.00	cu ft
Highway Flares	\$2.00	each
Absorbent Pads 18" x 18"	\$2.75	each
Absorbent Booms 5" diameter x 10"	\$30.00	each
Absorbent Pillows	\$10.00	each
Absorbent Pigs or Socks	\$10.00	each
Fire Fighting Foam (type A low cost)	\$60.00	concentrated gal
Fire Fighting Foam (type B high cost)	\$75.00	concentrated gal
Drip Pans	\$12.00	each
Materials Transfer Drums	\$90.00	each
Spill Kit	\$625.00	each
Overpack	\$195.00	gal.
Standard Pool	\$190.00	gal.
Epoxy Repair Kit	\$10.00	each
Drain Seals	\$285.00	each
Tyvek Coveralls	\$18.00	each
Chemical Restraint Boots	\$75.00	each
Chemical Restraint Gloves	\$32.00	each
Respirator	\$3.50	each
Salvage Drums 55 gal	\$75.00	each
Salvage Drums 30 gal	\$55.00	each
Salvage Covers	\$25.00	each
Hazmat Bags	\$ -	each
Specialized Hazardous Materials Supplies	Market price plus 20% handling	
Disposal of Hazardous Materials	As priced by private contractor	
Incident Reports (copies)	\$25.00	each

Emergency Services Billing Schedule

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<b>False Alarms per 12 Month Period</b>	<b>Residential</b>	<b>Commercial</b>
First Incident	verbal warning	verbal warning
Second Incident	written warning	written warning
Third through Fifth Incident (each)	\$100.00	\$300.00
Sixth through Tenth Incident (each)	\$150.00	\$300.00
Over Ten Incidents (each)	\$300.00	\$300.00