

ADMINISTRATION 2016

1. OFFICE

A. Mailing Fee Actual Postage plus handling fee of	\$ 3.00
B. Photo Copies (per page/per side – letter & legal)	.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 on <u>all bills</u>	10.00
F: True & Correct Certification (in additions to copy fees)	5.00
G: Copy to Disk	5.00
H: Fax (per page)	.25

2. LEGAL FEES

A. Per attached schedule as billed to the Township.

3. LIQUOR CONTROL BOARD HEARINGS

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

4. EMERGENCY SERVICES BILLING SCHEDULE AS PER ATTACHED

5. 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.

TAX OFFICE 2016

1. REAL ESTATE TAX CERTIFICATION

A. As established by Resolution 12-27-90	\$10.00
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2. 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.

3. CHARGE FOR RETURNED CHECK

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

4. 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.

5. 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.

6. MOBILE HOME REMOVAL PERMIT

A. As established by Resolution 1-3-12	\$2.00
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RECREATION 2016

1. 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.

2. SUMMER SPORTS CAMP FEES

- A. Resident fee & Non-resident fee 45.00/camp

- B. Administration fee for camp refunds 10.00

HIGHWAYS 2016

1. HIGHWAY DEPARTMENT FEES

- A. Snow Plowing including operator plus material - \$150.00 per hour per piece of equipment with a \$150.00 minimum and material at a rate of \$30.00 per 1,000 feet or portion thereof with a \$60.00 minimum.
- B. Use of Equip. for clean-ups, spills & misc. incidents \$150.00/hr/pc. of eqpt. w/operator
- C. Additional Labor 60.00/man hour

2. STREET SIGNS AND MARKINGS

- A. Street Name Signs Systems
 - 1. Street Name Sign \$ 60.00
 - 2. Cap (with screws) 25.00
 - 3. Crosspiece (with screws) 25.00

- B. Traffic Control Sign Systems
 - 1. 30" X 30" Watch Children / No Outlet, etc 60.00
 - 2. 24" X 30" Speed Limit, etc. 45.00
 - 3. 30" X 30" Stop 58.00
 - 4. Other sizes & titles as quoted
 - 5. Square Post Breakaway System (PADOT) 60.00
 10 ft. post includes 30 in. ground stake & hardware
 - 6. Flexible delineator 30.00

PLANNING FEES 2016

1. ENGINEERING FEES

- A. General Planning Engineer - Per attached schedule
- B. Traffic Engineer - Per attached schedule
- C. Special Review Engineer - Per attached schedule

2. 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

3. SUBDIVISION AND LAND DEVELOPMENT SUBMISSION FEES

- 1. 2 Lots or less \$ 250.00 per lot
- 2. 10 Lots or less 500.00 per lot
- 3. 30 Lots or less 750.00
- 4. 31st Lot + 1,000.00
- 5. Land Development Ten Cents (.10) per sq. ft. of building floor area and impervious coverage (rounded to the nearest whole dollar).

4. LOT LINE/LOT CONSOLIDATION FEES

- 1. 1st to 2nd Lots minimum \$500.00
- 2. 3 or more Lots 250.00 per lot

5. 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
 - a. \$1,000 per lot or \$3,000 per land development
 - b. Minimum Escrow Amount \$ 3,000.00
 - c. Maximum Escrow Amount 7,500.00

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.

6. TRAFFIC IMPACT STUDY CONTRIBUTION

- A. As amended by Ordinance No. 2000-1: The Subdivision and Land Development Ordinance.
 - 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.

7. 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).

8. CONDITIONAL USE APPEAL

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

ZONING & PERMITTING 2016

1. ROAD OPENING PERMIT (Issued by Codes Enforcement Officer) \$55.00

2. 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.

3. 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.

4. 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

5. 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.

6. FLOOD PLAIN FEE

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

7. MOVING PERMIT – see Tax Office

8. RESIDENTIAL UCC PERMITS

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

- A. L&I training fee applies to all permits \$4.00
- B. New construction, manufactured, modular, and additions
to existing structures 46.00
- C. Accessory Structures greater than 1,000sqft 46.00
- D. Renovations and alterations 46.00
- E. Decks, porches, patio roofs 46.00
- F. In ground, above ground pools, hot tubs, spas 46.00
- G. Fences greater than 6ft and retaining walls greater than 4ft 46.00
- H. Demolition 46.00
 - Each additional structure demo 10.00
- I. Heating stoves and fireplaces 46.00
- J. Security and fire alarms 46.00
- K. Photovoltaic (solar) panels and wind turbines 46.00
- L. Plumbing, electrical, mechanical 46.00

9. NON-RESIDENTIAL UCC PERMITS

Application fee (includes zoning review and certificate of occupancy. Plan review and inspections are a separate fee determined by 3rd 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	100.00
E. Signs (per structure)	100.00
F. Demolition (per structure)	100.00
G. Fire suppression	100.00
H. Kitchen hood	100.00
I. Re-roof, non-structural	100.00
J. Photovoltaic (solar) panels and wind turbines	100.00
K. Plumbing, electrical, mechanical	100.00

10. BUILDING APPEALS

A. Building Code Appeal Escrow Account	\$750.00
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11. 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
J. Infiltration Pit	200.00
Any other not covered by building permits	30.00

12. 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.

13. 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.	

14. RE-ZONING PETITIONS TO AMEND ZONING ORDINANCE/AMEND ZONING MAP

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

15. 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.

16. CURATIVE AMENDMENT

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

SEWER 2016

1. ON-SITE SEWAGE DISPOSAL

A. SOIL TESTING FEES

Three probes, per lot	\$250.00
Additional soil probes, per probe	50.00
Perc test performed by SEO	450.00
Perc test observed by SEO, per hour	80.00

B. PERMIT AND INSPECTION FEES

Permit application for complete systems	\$ 200.00
Permit application for new or repaired tanks	50.00
One inspection, in-ground system	100.00
Two inspections mound or subsurface system	200.00
One inspection, new or repaired tanks	100.00
Each additional inspection required, per inspection	100.00
Re-issue an expired permit	100.00

D. OTHER FEES

Site Consultation/investigation, per hour	\$ 80.00
Verify previous soil testing, per test	100.00
Investigation of complaints/malfunctions, per hour	80.00
Other duties including, meetings, planning module reviews, enforcement hearings, annual holding tank inspections and record keeping, etc., per hour	80.00

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.

2. 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.

3. 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.

4. 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.

5. 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.