

ADMINISTRATION 2023

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 <u>on 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. MOVING PERMITS

A. As established by Ordinance 2016-1

1. A Moving Permit is required to move into, out of, or within the Township. The fee for a moving permit is \$ 5.00.

5. EMERGENCY SERVICES BILLING SCHEDULE

A. As per Ord. 1998-4, the attached emergency billing schedule is adopted by this Resolution however, all billing is done by the responding fire company.

6. REQUEST TO BOARD OF SUPERVISORS

A. Fee	\$ 750.00
B. Escrow	\$ 1,500.00

TAX OFFICE 2023

1. REAL ESTATE TAX CERTIFICATION

A. As established by Resolution 04-05-21A	\$30.00
---	---------

2. DUPLICATE REAL ESTATE TAX BILL

A. The elected Tax Collector shall charge a \$ 5.00 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. 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.

5. MOBILE HOME REMOVAL PERMIT

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

6. STREET LIGHT ASSESSMENT

- A. Residential \$45.00
- B. Institutional \$1,825.00
- Within a 250' radius of a street light, flat rate

RECREATION 2023

1. PAVILION RENTAL AT INDEPENDENCE, LAURYS FIREHOUSE, AND KOLAPECHKA PARK

A. A Pavilion Reservation Form to rent the Veterans Pavilion, Lions Pavilion, Laurys Firehouse Pavilion, and Kolapechka Pavilion must be completed. The rental rate is \$100.00 per day for a resident, and \$150.00 per day for a non-resident/business.

PUBLIC WORKS 2023

1. PUBLIC WORKS DEPARTMENT FEES

- A. Snow Plowing including operator plus material - \$200.00 per hour per piece of equipment with a \$200.00 minimum and material at a rate of \$50.00 per 1,000 feet or portion thereof with a \$100.00 minimum.
- B. Use of Equip. for clean-ups, spills & misc. incidents, special events \$200.00/hr/pc. of eqpt. w/operator
- C. Additional Labor 75.00/man hour

2. STREET SIGNS AND MARKINGS

- A. Street Name Signs Systems
 - 1. Street Name Sign 24"-36" \$ 75.00
 - 2. Street Name Sign 42"-48" 100.00
 - 3. Cap (with screws) 25.00
 - 4. Crosspiece (with screws) 25.00
- B. Traffic Control Sign Systems
 - 1. 30" X 30" Watch Children / No Outlet, etc 75.00
 - 2. 24" X 30" Speed Limit, etc. 45.00
 - 3. 30" X 30" Stop 65.00
 - 4. 36" X 36" Stop 75.00
 - 5. 48" X 48" Stop Ahead 200.00
 - 4. Other sizes & titles as quoted
 - 5. Square Post Breakaway System (PADOT) 120.00
 - 10 ft. post includes 30 in. ground stake & hardware
 - 6. Safe Hit Post 30.00

PLANNING FEES 2023

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 \$10.00 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” 10.00 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, not to exceed \$50,000.00). Amended 7/1/2019

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. Residential Developments – A fee of \$3500 per residential lot or dwelling unit (whichever number is greater) that is part of an approved application shall be charged to the Applicant or Developer in lieu of the requirement for public dedication of land in accordance with Chapter 375, Subdivision and Land Development, and pursuant to 53 P.S. 10503.
- B. Nonresidential Developments - \$0.35 per total combined square foot of Total Floor Area and Impervious Surface shall be charged to the Applicant or Developer in lieu of the requirement for public dedication of land, in accordance with Chapter 375, Subdivision and Land Development and pursuant to 53 P.S. 10503.

8. CONDITIONAL USE APPEAL

- A. A \$1,500 dollar fee plus one-half of the stenographers cost for all meetings.

ZONING & PERMITTING 2023

- | | |
|---|---|
| 1. ROADWAY OCCUPANCY PERMIT (ROAD OPENING) | \$100.00 |
| 2. DRIVEWAY PERMITS | |
| A. NEW CONSTRUCTION (new driveway or expanding Square footage of existing) | \$ 75.00 |
| B. REPAVE EXISTING | \$ 35.00 |
| 3. HOME OCCUPANCY PERMIT | |
| A. <u>RESIDENTIAL</u> – Home Occupancy Permit (Light) | \$50.00 |
| Home Occupancy Permit (General) | \$50.00 plus ZHB Special Exception Approval and Appeal Fee. |
| 4. COMMERCIAL TEMPORARY OCCUPANCY PERMIT – NEW CONSTRUCTION | |
| Commercial Temporary Occupancy Permit/New Construction (Escrow & Agreement Required).
A fee of \$150.00 for the application and \$5,000.00 Escrow required with written agreement. | |
| 5. ON LOT FINAL GRADING PERMIT | |
| A. \$525.00 per plan. Standard review includes no more than 2 revisions and a site visit. Any additional reviews or additional site visits will be billed at the standard published township engineering fee. | |
| 6. FLOOD PLAIN FEE | |
| A. As established by Ordinance 2001-3 in addition to the regular building permit fees. | |
| 7. RESIDENTIAL UCC PERMITS | |
| Application fee (includes zoning review and certificate of occupancy. Plan review and inspections are a separate fee determined by 3 rd party inspection agencies) | |
| A. L&I training fee applies to all permits | \$4.50 |
| B. New construction, manufactured, modular, and additions to existing structures | 60.50 |
| C. Accessory Structures greater than 1,000 sq ft | 60.50 |
| D. Structural Renovations and Alterations | 60.50 |
| E. Decks, (30 inches above grade & higher), porches, patios with footers, patio roofs | 60.50 |
| F. In ground, above ground pools, hot tubs | 60.50 |
| G. Fences higher than 6ft and retaining walls higher than 4 ft | 60.50 |
| H. Demolition of structure for re-build | 60.50 |
| I. Photovoltaic (solar) panels and wind turbines | 60.50 |
| J. Plumbing, electrical, mechanical | 60.50 |
| 8. NON-RESIDENTIAL UCC PERMITS | |
| Application fee (includes zoning review and certificate of occupancy. Plan review and inspections are a separate fee determined by 3 rd party agencies) | |
| A. L&I training fee applies to all permits | \$4.50 |
| B. New construction | 125.50 |
| C. Additions, interior and exterior renovations, alterations | 125.50 |
| D. Fence greater than 6ft and retaining walls greater than 4 ft | 125.50 |
| E. Signs | 125.50 |

F. Fire suppression systems	125.50
G. Replacing roofing material (shingles, etc.)	125.50
H. Photovoltaic (solar) panels and wind turbines	125.50
I. Plumbing, electrical, mechanical	125.50
J. Temporary Tents for retail sales	125.50
K. Commercial Change of Use and Occupancy Permit	125.50

8. BUILDING APPEALS

A. Building Code Appeal Escrow Account	\$750.00
--	----------

9. ZONING PERMITS

A. Earthmoving (Earthmoving involving any change in elevation greater than 1.0 foot involving or affecting an area greater than 300 square feet of horizontal surface area)	\$200.00
B. Accessory structures less than 1,000 sq ft	50.00
C. Deck – under 30” above grade	50.00
D. Fences and retaining walls (Up to 6 feet)	50.00
E. Demo of structure (no-re-build)	50.00
F. Patios (no footers) (concrete pavers)	50.00
G. Temporary Signs	50.00
H. Blasting	50.00
I. Seepage Stormwater Pit	200.00
J. Fireworks (Professional displays)	100.00
K. Non-Residential Change of Use	75.00
L. Temporary Accessory Structure	50.00
Any other not covered by UCC permits	50.00

10. PEDDLERS AND SOLICITORS PERMIT

A. Any individual who peddles or solicits must make an application for a permit to the Zoning Officer.	1 week	\$100.00
	1 month	300.00
	3 months	500.00

11. ZONING HEARING BOARD APPEAL FEE

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

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

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

13. CURATIVE AMENDMENT

A. A \$ 3,000.00 dollar fee plus one-half of the stenographers cost for all meetings.	
---	--

SEWER 2023

ON-SITE SEWAGE DISPOSAL & SEWAGE ENFORCEMENT SERVICES

1. **TEST PIT PROFILE ANALYSIS (PROCEDURE FOR PROBE)**

- A. Permit Application (Single Lot) - The property owner or his representative will be required to set up an appointment with the Sewage Enforcement Officer (SEO) to arrange for evaluation of the pit, collection of necessary site data, taking of necessary slope readings and notation of all soil mapping information. The owner is required to supply the necessary excavation and any information pertinent to the application. At this time, the SEO will try to answer any questions, which the owner may have in reference to his system planning or permit procedure.

Fee for this service is \$125.00 per EDU; quantity evaluation \$125.00 per perc test site, i.e. one for the primary site, and one for the secondary, if applicable.

- B. Subdivision Planning - The developer is required to supply a drawing of the proposed subdivision delineating proposed subsurface disposal areas (drawn to scale) for each lot and shall have sufficient physical markers to locate these areas in the field according to their individual location on the subdivision plan. At this point, the developer will contact the Township SEO to set up an appointment to arrange for the SEO's evaluation or observation of the pit evaluation. The developer may retain a soil scientist, or other qualified individual(s), to evaluate individual probes. This is typically performed for site suitability and planning module preparation. The developer must provide appropriate oversight and all necessary equipment and labor.

Fee for this service is \$125.00 per pit observation; quantity observation is \$125.00 per perc test site, i.e. one for the primary and one for the secondary site.

2. **PERCOLATION TEST (LIMITED TO SIX HOLES)**

- A. Percolation Test (Complete) - If the site is found suitable under Step 1, arrangements may be made for the performance of percolation tests. In the complete test, the SEO will provide the necessary labor, equipment and materials to properly conduct the test. If test results are unsuitable, the permit applicant or developer would be notified and further testing or incorporation of the proposed lot into surrounding suitable proposed lots would be required.

Fee for this service is \$600.00.

- B. Percolation Test (Partial) - Same as Item 2.a, except that permit applicant or developer would be required to dig the six holes and prepare them properly. The SEO would inspect the presoak and conduct the actual tests with the developer providing the necessary labor, equipment and materials.

Fee for this service is \$425.00 per test.

- C. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual(s) to perform the percolation test and presoak, this option would apply. Prior to the performance of testing, the SEO shall be notified of who will perform the test. If this person(s) is qualified to perform percolation tests, scheduling may proceed. The SEO would then observe and inspect the pre-soak, hole depth and test preparation plus witness and verify test readings.

Fee for this service is \$375.00 per test; quantity observation \$375.00 per lot, i.e. 2 perc sites, includes both the primary and the secondary sites.

3. **PERMIT APPLICATION REVIEW PERMIT ISSUANCE/DENIAL**

After the required testing has been analyzed and an application has been submitted, the SEO will process and notify the applicant of permit approval or denial. Please note that the system design is the responsibility of the applicant and that an incomplete submission will result in appropriate action. Should the permit be denied per the Department of Environmental Protection's Rules and Regulations, the reasons for denial will be noted and the applicant's right to appeal will be brought to his attention. Copies of all permit correspondence and data will be provided to the applicant and to the Township for their use.

Fee for this service is \$200.00; additional review time at \$113.00 per hour.

3A. **MINOR REPAIR** - Repairs that do not include replacement of the treatment tank or absorption area, do require a permit under the Sewage Facilities Act. Installation or repair of building sewers, transmission lines, and other sewerage need to be monitored to assure compliance with slope requirements, as well as no adverse impact on the environment. In these circumstances a report will be generated supplying the appropriate information, i.e. Owner, Contractor, type of repair, etc. This information shall be provided for Township Records.

Fee for this service is \$275.00.

3B. **REPAIR** - Repairs that entail repair, replacement, enlargement of a treatment or retention tank, or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field, or the soil within or under the absorption area or spray field require a permit as described in No. 3 above.

Fee for this service is \$325.00; additional review time at \$113.00 per hour.

4. **PRE-CONSTRUCTION INSPECTION/MEETING**

After receipt of a sewage permit, and prior to any lot earth disturbance, the SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing. During this inspection, the system installer and applicant will be required to meet with the SEO at the site to review Township guidelines and construction procedures.

Fee for this service is \$210.00.

5. **FINAL INSPECTION (STANDARD SYSTEM)**

At the time of system installation and prior to approval to cover, necessary field inspections shall be performed. System installation, grades, and distances shall be checked to the standards set forth by DEP, and the results of that inspection shall be retained on file.

Fee for this service is \$200.00.

6. **FINAL INSPECTIONS (SAND MOUND)**

At the time of system installation and prior to approval to cover, necessary field inspections shall be performed. System installation, grades and distances shall be checked to the standards set forth by DEP and the results of that inspection retained on file.

These include, but are not limited, to:

- a. Surface Preparation
- b. Sand Placement
- c. Final Inspection

Fee for this service is \$415.00.

7. **VALIDITY OF PERMIT (RENEWAL)**

If the system is not built within three (3) years from the date of permit issuance, or if the property is transferred within such time, renewal is applicable. The renewal is subject to:

- a. Review of available test data and previous permit.
- b. Verify prior testing as outlined in Item 11 below.

Fee for this service is \$290.00 per permit renewal.

8. SYSTEM MALFUNCTION

The SEO will investigate the malfunction, establish available data, and coordinate required testing procedures. Any related activities including, but not limited to, dye testing, water sampling and lab test fees, are also included. Due to variability of malfunctions, the fee will be accrued hourly.

Fee for this service is \$113.00 per hour.

9. ALTERNATE OR EXPERIMENTAL SYSTEM REVIEW

The SEO shall review and prepare a "Report of Findings" commenting on the applicant's submission.

Fee for this service is \$113.00 per hour.

10. ADDITIONAL SERVICES - PLANNING, WATER QUALITY, ENVIRONMENTAL

Included is long range planning, water quality investigation and environmental consulting on any task the Township would require which is not included in Items 1 through 9. This may include additional malfunction investigation & related activities, dye testing, water samples, etc.

Services will be billed at the rates given in the attached Professional (Engineering) Fee Schedule.

11. VERIFY PRIOR TESTING

This pertains to an applicant whose lot was tested and found acceptable for on-lot sewage disposal, more than three (3) years ago. The SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing.

This verification is also required under PA Code Title 25 5 72.26(b), when testing was performed or observed by a previous Sewage Enforcement Officer.

If the area shows signs of having been disturbed, the applicant will be required to follow the procedure outlined in Items 1 and 2; if not disturbed, the applicant would advance to Item 3.

Fee for this service is \$220.00 per inspection.

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.

12. TAPPING FEE

1. A tapping fee of \$ 5,000.00 shall be charged to all users serviced by Coplay Whitehall Sewer Authority in North Whitehall Township. (≥ 3 bedrooms = 1 EDU/262.5 GPD; ≤ 2 bedrooms = 0.76 EDU/200 GPD) (As amended by Resol. 04-05-21A) **as amended by Resolution 04-05-21**

13. 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.

14. 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.

15. 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 \$ 6.75 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.