

Allen Township
Northampton County, Pennsylvania

RESOLUTION #2024-07

TOWNSHIP’S GENERAL FEE SCHEDULE FOR 2024

WHEREAS, the certain ordinances of Allen Township provide for fees that are to be paid to the Township General, Escrow, Water/Sewer, Municipal Waste and Recreation Funds for reviewing applications and processing plans and applications; and

WHEREAS, these fees are to be established to provide for general reimbursement to the Township General, Escrow, Water/Sewer, Municipal Waste and Recreation Funds for administrative costs associated with processing applications and plans, distributing the application and plans to various review agencies, and

WHEREAS, the Township of Allen is desirous of establishing a uniform Fee Schedule for such applications so that the general administration costs associated with processing each application does not have to be calculated on a case-by-case basis,

NOW, THEREFORE be it resolved and it is hereby resolved as follows:

- I. All “whereas” clauses are incorporated herein by reference,
- II. The Allen Township Board of Supervisors hereby repeals all prior inconsistent fee schedule Resolutions and sets forth fees as follows:

1. Administration/ Miscellaneous

- A. Comprehensive Plan \$25
- B. Copies .25 per page
- C. Certification of Record \$5 per record
- D. Postage Fees Actual Cost of Mailing pursuant to US Post schedule
- E. Returned Check \$25
- F. Tax Certification \$15
- G. Sewer/Municipal Waste & Recycling Certification \$10
- H. Duplicate Tax Bill \$10
- I. Credit Card Processing Fee at Township Terminal The credit card company will charge a fee ranging from 2.28% to 3.8% per transaction dependent upon amount charged and credit card type. This fee is intended to offset the cost for offering the convenience of paying via the Township credit card terminal.
- J. Recycling Bin with Domed Detached Lid (32 gallon) \$27
- K. Recycling Wheeled Cart with Hinged Lid (35 gallon) \$49

2. Application for Hearing (Zoning Hearing Board and Board of Supervisors)

See note regarding fee policy.

	Non-refundable Application Fee	Escrow Fee
Residential/Agricultural	\$200.00	\$300.00
Industrial/Commercial	200.00	1,000.00
Validity Challenge	2,000.00	500.00
Conditional Use	1,500.00	500.00
Curative Amendment	2,000.00	500.00
Petition for Rezoning/Amendment	1,500.00	500.00
Miscellaneous	100.00	500.00

3. Erosion and Sedimentation Control/Stormwater Management Ordinance, Grading Plan, or Residential Site Plan (any residential structure over s.f.)
 \$50.00 nonrefundable application/\$500.00 escrow

4. Highway Occupancy, Road Encroachment and Driveway Permits:

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed. All Fees are per unit.

1) Application Fees

- a) Utility \$75.00
- b) Driveways
 - (i) minimum use (e.g., single-family dwellings, apartments with five or fewer units) \$50.00
 - (ii) low volume (e.g., office buildings, car washes) \$150.00
 - (iii) medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas) \$175.00
 - (iv) high volume (e.g., large shopping centers, multi-building apartment or office complexes) \$200.00
- c) Other (e.g., bank removal, sidewalk and curb) \$50.00

2) Supplement Fee (each six-month time extension)
 (each submitted change) \$25.00

3) Emergency Permit Card (each card) \$15.00

4) Exemptions (see below for list of exemptions)

5) PennDOT Highway Occupancy Permit (HOP)
 Review by Township staff \$35.00

6) General Permit Inspection Fees for Highway Occupancy, Road Encroachment and Driveway Permits: These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with Township specifications and permit provisions.

a) Driveways

- i.) Each minimum use driveway..... \$40.00
- ii.) Each low-volume driveway \$125.00
- iii.) Each medium-volume driveway \$150.00
- iv.) Each high-volume driveway \$200.00

b) Surface Openings (These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way.)

- i.) Total linear feet of opening each (100 foot increment or fraction thereof):
 - 1. Opening in pavement..... \$80.00
 - 2. Opening in shoulder \$40.00
 - 3. Opening outside pavement and shoulder..... \$20.00
- ii.) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.

c) Surface Openings of Less Than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipe line repairs) (each opening)

- (i) Opening in pavement..... \$60.00
- (ii) Opening in shoulder \$40.00
- (iii) Opening outside pavement and shoulder \$20.00

If an opening simultaneously occupies two or more highway areas identified in subparagraphs (i)-(iii), only the higher fee will be charged.

d) Above-Ground Facilities (e.g., poles, guys, and/or anchors if installed independently of poles)

- i.) Up to 10 physically connected above-ground facilities (each continuous group)..... \$40.00
- ii.) Additional above-ground physically connected facilities (each pole with appurtenances)..... \$10.00

e) Crossings (e.g., “overhead” tipples, conveyors or pedestrian walkways and “undergrade” subways or mines)..... \$160.00

f) Seismograph – Vibroseis Method (e.g., prospecting for oil, gas)

- a) First mile \$75.00
- b) Each additional mile or fraction thereof \$15.00

g) Non-Emergency Test Holes In Pavement or Shoulder

- (each hole) \$15.00

h) Other (e.g., bank removal, sidewalk and curb) \$40.00

EXEMPTIONS: (Pertaining to the Highway Occupancy, Road Encroachment and Driveway Permits Schedule Only)

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- 1) The Commonwealth.
- 2) Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- 3) Governmental authorities organized under the laws of the commonwealth.
- 4) The federal government.
- 5) Charitable organizations that are in compliance with Act No. 337, approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations)
- 6) Utility facility owners for:
 - a) The installation of street lights at the request of the Township or the political subdivision.
 - b) The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township.
 - c) The removal of poles and attached appurtenances.
 - d) Facilities moved at the request of the Township or the political subdivision.
 - e) The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

ADDITIONAL INSPECTION FEES Associated with Highway Occupancy, Road Encroachment and Driveway Permits

If the township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township at a rate not to exceed \$50.00 per hour.

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| 5. | <u>Junkyard License</u> | \$300.00 |
| 6. | <u>Liquor License Transfer Fee</u> | \$500.00 (plus hearing costs) |
| 7. | <u>Municipal Waste and Recycling Annual Invoice</u> | |
| | On or Before March 31, 2024 | \$290.00 |
| | Between April 1, 2023 and April 29, 2024 | \$300.00 |
| | After April 29, 2024 | \$320.00 |
| | ** \$10 senior citizen discount available if paid by April 1, 2024 | |
| 8. | <u>Occupancy/Moving Permit</u> | \$10.00 |
| 9. | <u>Recreation Facility Rental</u> | See Policy/Lease Information |

10. Recreation Fees in Lieu of Land Dedication

- A. Residential Lots \$3,000 per lot
- B. Commercial, Office and Industrial Development
 - i. Base fee: \$3,500 for any non-residential development/construction where more than 20 person can be employed on site;
 - ii. Additional Fees Based on Square Footage:
 - a. 20 ¢ (twenty cents) for each square foot of the first 100,000 square feet of gross floor area; and
 - b. 10 ¢ (ten cents) for each additional square foot of gross floor area in excess of 100,000 square feet but less than 500,000 square feet
 - c. 5 ¢ (five cents) for each additional square foot of gross floor area in excess of 500,000 square feet; and
 - d. The fee for additions to existing buildings shall be computed by calculating the fee for the entire building (including the addition) and thereafter subtracting from this amount any amount of the fee attributed to the original size of the building.

11. On-lot sewage disposal systems

- A. Site Evaluations & Percolation Testing (New Systems & Major Repairs):
 - Residential Systems (includes soil probes and one (1) 6-hole percolation test) \$ 650.00 per Lot

Non-residential / Community Systems:

- Soil Probes (includes max. four (4) soil probes) \$ 250.00 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
- Verification of Prior Testing \$ 150.00 per Lot

Notes: All applications for new 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.

- B. Permit Application Fees (Repairs, Redesigns, Renewals & Transfers):
 - Applications for Minor Repairs or Redesigns (each occurrence) \$100.00
 - Applications for Major Repairs or Redesigns (each occurrence) \$250.00
 - Applications for Permit Renewals or Transfers (each occurrence) \$150.00

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

- C. Inspections
 - Residential Installations (Pressurized Systems) \$450.00 per Lot
 - Residential Installations (Gravity Systems) \$350.00 per Lot
 - Non-residential/Community Installations \$50.00 plus \$100.00 per Insp.

Callback/Re-inspection fee (per occurrence)	\$ 100.00
Consultation/Inspection for Certificates of Occupancy Lot	\$ 150.00 per

D. 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).

E. SEO Services (hourly rate) \$ 92.00 per hour

12. Public Sanitary Sewer

- A.** Plumber's Certification (Annual fee) \$50.00
- B.** Building Sewer Lateral Inspection \$115.00 Per
Hour. Minimum deposit of one hour required at permit submission.
Additional will be billed and due to closeout permit.
- C.** Sewer Rentals metered water supply
by NBMA 115% of quarterly metered water charge
- D.** Sewer Rental metered water supply
by City of Bethlehem 133.3% of quarterly metered water charge
- E.** Sewer cost reimbursement charges from Catasauqua Borough/Hanover
Township, Lehigh County Actual Costs plus 5% administration fee

13. Solicitation (per canvasser) \$20.00 per week

14. Subdivision/Land Development/Sewer Planning. See note regarding fee policy.

	Non-refundable Application Fee	Escrow Fee
Pre-Application Meeting w Township Professional Staff	\$500.00 (Fees may be returned to applicant based professional staff time invoiced time)	0
Sewer Planning Meeting (per Code Section 18 – Chapter 126)	0	\$2,500
Residential/Agricultural Sketch Plan	\$100.00	\$1,000.00
Industrial/Commercial Sketch Plan	200.00	3,000.00
Commercial Land Development Plan	200.00	10,000.00
Industrial Land Development Plan	300.00	15,000.00
Lot Line Adjustments & Miscellaneous Submissions	100.00	2,000.00
Subdivisions	200.00	# of Lots = calculated fee 2 – 8 = \$1,000.00 per lot 9 – 19 = \$8,000.00 plus \$500.00 per lot 20 – 29 = \$10,000 plus \$500.00 per lot 30 + = \$12,000 plus \$500.00 per lot

15. Water Lateral Inspection (connection to public system) \$100.00

16. Zoning Permit Application Review and Permit

- A. Residential
 - i. New Residential \$400.00
 - ii. Residential Additions 300.00
 - iii. Accessory or Miscellaneous Uses
 - 1. Decks 100.00
 - 2. Sheds/ accessory buildings & structures 80.00
(includes all solar panel installations)
 - 3. Fences and other miscellaneous structures
(includes unenclosed paver/concrete pad patios) 60.00
 - 4. Swimming Pools 100.00

	7. Demolition/Razing	75.00
	8. Business Use Permit (including Home Occupation)	75.00
B.	Agricultural	200.00
C.	Commercial/Industrial with Change in Use (new construction, additions, alterations, changes in occupancy)	700.00
D.	Commercial/Industrial with no Change in Use (new construction, additions, alterations, changes in occupancy)	500.00
E.	Signs	
	i. Temporary	100.00
	ii. Permanent	400.00
F.	Temporary Structure (sales trailer, etc.)	200.00
G.	Zoning Verification/Recordation of Non-Conformity Letters	200.00
17.	<u>UCC Permit Application Deposit for Third Party Inspection</u>	50.00

The above fees are non-refundable unless noted as escrow and are cumulative if multiple fees apply. Any submission or application requiring both non-refundable application fees and escrow fees must be paid in the form of separate checks. All fees are due at the time of application or submission.

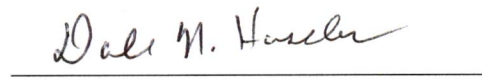
Escrow fees are in addition to any applicable non-refundable fees. All fees and escrows must be paid at the time of plan submission. Approved plans will not be recorded and/or sewage permits will not be issued until such time as all fees are paid to Allen Township. Any escrow balance going below 50% of the original amount must be replenished back to the original amount for the review process to proceed. If escrow accounts go below the minimum amount, no further reviews will be completed and plans will be rejected. Any interest earned from deposited escrow funds will inure to Allen Township. All expenses deducted from escrow accounts are subject to the prevailing adopted Township Engineers and Township General and Civil Solicitors Fees Schedules.

IN WITNESS WHEREOF, this Resolution has been duly enacted this 2nd day of January 2024.

Attest

Allen Township Supervisors


Secretary


Chairman