



ADMINISTRATIVE PROCEDURES FOR CONDITIONAL USE APPLICATIONS

Please read and follow the rules and procedures listed below if you are filing a conditional use application. Please contact the Township with any questions. Applicants who do not adhere to these guidelines risk delays in processing and review.

1. **Applicant Submits Sketch Plan (Optional, but recommended).** Applicants are strongly encouraged to submit a Sketch Plan for a pre-application consultation. By doing so the applicant will benefit from input from staff, the Planning Commission and other advisory boards and commissions before presenting the plan to the Planning Commission and Board of Supervisors.
2. **Applicant Obtains Necessary Forms and Documents from the Township.** The applicant should review the following materials from the Township website:
 - Subdivision/Land Development Ordinance (Ch.165)
 - Zoning Ordinance (Ch. 190)
 - Stormwater Management Ordinance (Ch. 158)
 - Comprehensive Plan

The Palmer Township Code is available for review at <https://ecode360.com/11763101>

The applicant should also obtain a complete conditional use packet, which includes:

- Administrative procedures
 - Application form
 - Escrow agreement
 - Current fee schedule
3. **Applicant Submits Conditional Use Plan.** Applications for a conditional use shall be made to the Township, in writing, on a form furnished by the Township. A complete application includes:
 - Two (2) copies of the completed application form
 - Township filing fee (see fee schedule) – check made payable to "Palmer Township"
 - Two (2) signed copies of the Township Cash Escrow Agreement
 - Cash escrow fee (see fee schedule) – check made payable to "Palmer Township"
 - Four (4) copies of site plans, containing all the required information in §190-811
 - Two (2) copies of a Traffic Impact Study
- Within five business days of receipt of the application, the Township will review the application for completeness. If the application is determined to be incomplete, the Township will promptly notify the applicant of the steps required to make the application complete.
4. **Township Distributes Application to the Planning Commission.** Once the Township determines that the application is complete, the application is forwarded to the Township Planning Commission and Township Engineer for review.
 5. **Conditional Use Number Assigned.** Upon acceptance of the application, the Planning Director shall issue a Township Conditional Use Number (CU #). The CU # and property tax parcel number is to be used by the applicant on all information and correspondence submitted to the Township for review as part of the application and review process.
 6. **Application is Reviewed by Various Professionals, and Review Comments are Submitted to the Planning Commission.** Within 10 days after acceptance of application for review, the Planning Director will send copies of the application and all supporting materials to the Township Engineer and other professional consultants, as required. The consultants will submit their review comments to the Palmer Township Planning Commission. Reviews will be provided approximately one week prior to the Planning Commission meeting unless additional review time is needed.

7. **Planning Commission Reviews Application**. At the next regular Township Planning Commission meeting, the applicant will present the application to the Commission (see note below about electronic presentations). The purpose of this review is to discuss in detail how the proposed use will meet the criteria outlined in the Zoning Ordinance. The applicant should be prepared to address major aspects of the project:
 - Use(s) proposed
 - Surrounding properties/uses
 - Compliance with local, state, and federal ordinances
 - Suitability for proposed location
 - Impacts on health, safety, or welfare
 - Impacts on stormwater management
 - Potential hazards associated with proposed use
 - Impacts to vehicular, pedestrian, and bicycle traffic
 - Potential environmental considerations
8. **Planning Commission Makes a Recommendation to the Board of Supervisors**. Once all Planning Commission comments and professional review comments have been addressed, the Commission may make a recommendation to the Board of Supervisors.
9. **Applicant Schedules Hearing with the Supervisors**. Within 60 days of the application date with the Township, a public hearing will be scheduled at a regular meeting of the Board of Supervisors. The Board of Supervisors will review the comments and recommendations of the Planning Commission and Township staff and professional consultants, and the Applicant will be given the opportunity to present any evidence to support their case.
10. **Supervisors Act on the Application**. At the close of the hearing, the Board of Supervisors may decide to either approve the application, disapprove the application, or approve the application with conditions imposed. The decision will be made in writing and mailed to the applicant within 45 days of the close of the hearing.
11. **Zoning Permit**. If the applicant is granted a Conditional Use and agrees to all conditions, then they may obtain a Zoning Permit from the Township for their proposed use.

A Note about Electronic Presentations: All conditional use applicants are required to present the plans and related documents electronically at all public meetings. If the presentation graphics are not legible, the meeting presentation and/or hearing may be postponed, continued, or otherwise canceled. An electronic presentation is not required for sketch plans. Applicants must provide their own device for all presentations. **Under no circumstances will Township staff present for the applicant nor utilize Township-owned devices for presentations.**

**PALMER TOWNSHIP
CONDITIONAL USE APPLICATION**

Date of Application: _____

Administrative Completeness Date (To be completed by staff): _____

Hearing Deadline (To be completed by staff): _____

CU Application # (To be completed by staff): _____

Project Name: _____

Project Address: _____ **Tax Map Parcel #:** _____

Proposed Use: _____ **Zoning District:** _____

Applicant:

Name: _____

Address: _____

Phone: _____ E-mail: _____

Property Owner (if different than Applicant):

Name: _____

Address: _____

Phone: _____ E-mail: _____

Engineer:

Name and Firm: _____

Address: _____

Phone: _____ E-mail: _____

Attorney:

Name and Firm: _____

Address: _____

Phone: _____ E-mail: _____

Required Application Fees

Application Fee: \$ _____

Escrow Fee: \$ _____

Check No.: _____

Check No.: _____

In accordance with §190-902 of the Palmer Township Zoning Ordinance, we, the undersigned and interested parties, hereby request conditional use approval, as follows.

The applicant is seeking approval under the following section(s) of the Palmer Township Zoning Ordinance (please note Article and Section numbers):

Describe the nature of the development/business/use you plan to undertake:

Explain what affect the proposed use would have on any existing residential properties in the Township.

Explain what affect the proposed use would have on traffic in the Township.

Explain what affect the proposed use would have on stormwater management in the Township.

Explain what fire, explosive, public health, toxic or other public safety hazards might be cause by the proposed use:

Explain how the proposed use meets any specific standards for that use listed in Article IX of the Zoning Ordinance.

If the application is for a non-residential use, please provide the following:

Name of Business: _____

Size of business and/or building in square feet: _____

Describe the type of business or operation: _____

Hours and Days of Operation: _____

Number of Employees (Full-time/Part-time): _____

Number of Customer Parking Spaces Required: _____

Number of Employee Parking Spaces Required: _____

Please add any additional information you would like considered as part of your application.

In addition to this application packet, all submissions require 4 copies of the site plan per §190-811, a Traffic Impact Study, and a digital link containing PDF versions of all items submitted. The required fees should be submitted in the form of a check made payable to Palmer Township.

Send or deliver this application, along with the required plans and application fee, to:

**Palmer Township
Department of Planning
3 Weller Place
Palmer, PA 18045
TELEPHONE: (610) 253-7191**

EMAIL: cbeavers@palmertwp.com

Signatures and Understandings Pursuant to Application to Palmer Township

By the signing this application, the Applicant acknowledges that the money in escrow is for reimbursement at Palmer Township’s discretion for any and all engineering, legal or other expenses incurred by the Township, exclusive of work performed by full-time township staff members, in processing the Conditional Use Application in accordance with the Municipalities Planning Code. The Applicant shall enter into a Professional Services Agreement (PSA) in order to establish a development escrow account with the Township. It shall be the understanding that Palmer Township shall establish and then charge to an escrow account for certain costs to review and administer the Conditional Use Review process through the Township Engineer, Township Solicitor and other professionals. By signing this application, the Township will draw upon escrow as needed to administer the Conditional Use Review process. The PSA is attached at the end of this application packet.

The undersigned represents that to the best of the undersigned’s knowledge and belief, all the above statements are true, correct and complete, and that the undersigned INTENDS TO BE LEGALLY BOUND BY the terms hereof.

The undersigned further agrees to pay all required application fees and establish the required escrow as prescribed by the currently adopted Palmer Township Fee Schedule, available on the township website. Applications without required fees or escrow payments shall be deemed incomplete and returned to the Applicant.

The undersigned further acknowledges that should the applicant or applicant name change during the township approval process, Palmer Township shall be notified immediately in writing and prior to any formal resolution of approval by the Palmer Township Board of Supervisors.

The Applicant and/or authorized agent agrees to appear to present the application to any public body holding any public hearing or review session regarding the application.

Signature of Owner, Applicant or Authorized Representative:

Signature	Name, Title	Date

PALMER TOWNSHIP
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____, by and between the Township of Palmer, a municipal corporation and Second Class Township, with offices located at 3 Weller Place, Palmer, PA 18045 (hereinafter referred to as “**Township**”),

AND

_____ (hereinafter referred to as “**Developer**”), with an address of _____.

WITNESSTH

WHEREAS, the **Developer** has submitted an application for _____ for the property located at _____ in Palmer Township and identified by Northampton County tax parcel identifier number(s) _____, which requires review and/or approval from the **Township**; and

WHEREAS, the **Township** has certain submission requirements related to plan and/or application review, pertaining to subdivision plans, land development plans, site plans, conditional use applications, and zoning amendment requests; and

WHEREAS, the **Township**’s review of the application and time for rendering a decision on the application are also subject to the time requirements set forth in the Palmer Township Subdivision and Land Development Ordinance, Palmer Township Zoning Ordinance and Pennsylvania Municipalities Planning Code (hereinafter referred to as “**MPC**”) unless the applicant has agreed in writing to an extension of time; and

WHEREAS, the parties wish to provide for the appropriate payment of funds into an escrow account in the **Developer**'s name managed by the **Township** to allow for the payment of all fees, costs and expenses incurred by professional consultants, engineers and attorneys representing the **Township** in connection with the review of the application and associated plans:
and

NOW THEREFORE, intending to be legally bound hereby, for other good and valuable consideration, the parties hereto agree as follows:

1. All "Whereas" clauses above are incorporated herein by reference.
2. The **Developer**'s application shall be initially reviewed by the appropriate representatives of the Township Planning Department and/or the Township Engineer immediately upon submission for completeness. Where the application fails to provide any and/or all materials required for review of the application by the **Township**, including but not limited to a complete and full set of plans, a completed application form, a signed copy of this agreement, the required application fee as set forth herein, and an initial escrow retainer as set forth herein, the application shall be deemed incomplete by the **Township**. The **Developer** shall be notified by the **Township** of the reason for the incompleteness. In the event the application is deemed incomplete by the **Township**, the **Developer** agrees that any applicable time period for review, holding a public hearing and/or time deadline for rendering a decision on the plan shall expressly be waived by the **Developer** and the time period for rendering a decision shall not commence until the application is complete.
3. The **Developer** shall be responsible for the payment of all professional consultant fees, including, but not limited to, all costs, expenses, engineering fees and attorney fees incurred by

the **Township** in connection with the review and comments on the **Developer's** application for subdivision, land development, site plan review, conditional use, and/or zoning amendment.

4. Contemporaneously with the submission of an application for subdivision, land development, site plan review, conditional use, and/or zoning amendment, the developer shall pay the sum of _____ and 00/100 dollars (\$ _____ .00) to the **Township** as an application fee, as set forth on the fee schedule established by the **Township**.

5. Contemporaneously with the submission of an application for subdivision, land development, site plan review, conditional use, and/or zoning amendment, the developer shall post an initial sum of _____ and 00/100 dollars (\$ _____ .00) to the **Township** in order to establish an escrow account with the **Township** for payment of all professional consultant fees, costs and expenses which are incurred by the **Township** in connection with the professional consultant's review of the application, including, but not limited to, those fees and expenses incurred by the Township Solicitor and Township Engineer(s), as set forth on the fee schedule established by the **Township**, as can be found in the Township offices. These costs may include, but are not limited to: (1) costs, expenses and attorney fees incurred for the professional review, observation and/or inspection of all documentation submitted by the **Developer**; (2) any application, permit fees and/or third party inspection fees and/or costs incurred by the **Township** in conjunction with the Development improvements; (3) costs, expenses and fees incurred in the preparation and enforcement of all pertinent improvement agreements and maintenance agreements; and (4) costs, expenses and attorney fees incurred in enforcing the ordinances and regulations of Palmer Township and statutes of the Commonwealth of Pennsylvania in conjunction with or arising from the said

Development and Development improvements. If the **Township** shall enforce the provision of this Agreement in any court against the **Developer**, the **Township** shall be entitled as part of any court judgment to be reimbursed for all costs, expenses and attorney fees incurred in connection with the enforcement process. The terms of this Agreement are not intended to preempt or supersede any subsequent improvements agreement or maintenance agreement entered into by the Developer with the Township and shall be used in conjunction with the same.

6. The sums so paid into escrow shall be replenished by the **Developer** from time to time, as and when determined by the **Township**, to assure that adequate funds are always on hand for the purpose intended until the last required maintenance period has expired in conjunction with the applicable improvements agreement and maintenance agreement, unless otherwise indicated in said agreements by the parties.

7. If and/or when the initial sum posted in the escrow account maintained by the **Township** falls below fifty percent (50%) of the original amount posted, the **Developer** shall replenish the escrow in the amount requested by the **Township** within ten (10) days of the date the **Township** sends the **Developer** notice as to the additional escrow amount being due. If the escrow account is not replenished within the ten (10) days after receiving notice from the **Township**, the **Township** shall cease all work and/or associated review of the **Developer's** then pending applications for subdivision, land development, site plan review, conditional use, zoning amendment, and/or Development improvements until the escrow account has been replenished. In the event the **Developer** fails to replenish the escrow account within the ten (10) days and the **Township's** review of the application has stopped, the **Developer** agrees that any applicable deadlines for rendering a decision on the plan or application or holding a public hearing on the application as set forth in the applicable ordinances of Palmer Township or the applicable

provisions of the MPC shall be extended thirty (30) days beyond the current deadline. The **Township** reserves the right to deny approval of the **Developer's** application for failure to pay the required funds into escrow as called for in the **Township's** ordinances and this Agreement. This provision shall not in any way limit the **Township's** rights and remedies afforded to it through the applicable ordinances of Palmer Township, the Second Class Township Code, the MPC, the laws of this Commonwealth, and the common law.

8. The **Developer** further agrees and acknowledges that if and/or when the escrow account maintained by the **Township** is reduced to a negative balance, the escrow replenishment request by the **Township** shall include replenishment of funds to bring the account current and an additional escrow retainer, in an amount to be determined by the **Township**. The **Developer** further agrees that unless and/or until the escrow account is fully replenished, the **Township** staff, and its professional consultants shall cease all review and consideration of the application and/or construction administration. The **Developer** further agrees to waive any challenges to the deadline provisions contained herein.

9. After payment of any and all associated and/or outstanding review fees, upon conclusion of all professional consultant review of all issues related to the plan approval and construction, the balance left in said escrow account shall be refunded to the **Developer**, with interest if applicable.

10. The **Developer** acknowledges that the **Township** has and does rely upon each and every term, paragraph, representation, covenant and provision of this Agreement as an inducement to enter into this Agreement.

11. The **Developer** hereby certifies and represents to the **Township**, and the **Township** hereby relies on such certification and representation, that said **Developer** has received proper

legal advice and is aware of the entire impact of this Agreement and further understands each and every provision.

12. The above terms and conditions are accepted and agreed upon. Further, by signing this Agreement confirming acceptance of the above terms, the undersigned hereby verifies that he has the authority and power to bind _____ as a “Landowner/Developer” as defined by the MPC.

13. The place of execution, contract and performance is mutually agreed to by the Township of Palmer, Northampton County, Pennsylvania.

IN WITNESS WHEREOF, the parties hereunto have caused this Agreement to be properly executed the day and year first above written.

ATTEST:	TOWNSHIP OF PALMER	DATE
_____	BY: _____ Robert A. Williams Township Manager	_____

ATTEST:	DEVELOPER	DATE
_____	BY: _____	_____
	Print Name: _____	
	Title: _____	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
		2 Business name/disregarded entity name, if different from above	
		3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
		<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
		<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	Exemption from FATCA reporting code (if any) _____
		Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	<small>(Applies to accounts maintained outside the U.S.)</small>
		<input type="checkbox"/> Other (see instructions) ▶ _____	
		5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
		6 City, state, and ZIP code	
		7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

NEW LAND DEVELOPMENT AND SUBDIVISION FEES EFFECTIVE JANUARY 1, 2025

Application Fees

Sketch Plan: \$500
Lot Line Adjustment/Consolidation Plan: \$1,000
Minor Subdivision Plan: \$1,000
Preliminary Major Subdivision Plan: \$1,500
Final Major Subdivision Plan: \$1,250
Preliminary Land Development Plan: \$1,750
Final Land Development Plan: \$1,500
Site Plan (Non-Land Development or Subdivision): \$500
SALDO Waiver Request: \$100
Plan Resubmission Fee: 50% of initial fee

Zoning Review Fees

Conditional Use Request: \$1,000
Zoning Map Amendment: \$3,000
Zoning Text Amendment: \$3,000
Hearing Continuance Fee: \$250

Recreation Fee (in lieu of dedication)

Residential: \$5,500 per dwelling unit
Non-Residential: \$5,500 per total lot acre

Land Development and Subdivision Escrow

Pre-Submission Meeting: \$2,500.00
Sketch Plan: \$5,000.00
Lot Line Adjustment/Consolidation Plan: \$5,000.00
Minor Subdivision Plan: \$10,000.00
Preliminary or Final Major Subdivision Plan: \$6,000.00 + \$1,000.00 per lot/unit (\$50,000 Max)
Preliminary or Final Land Development Plan: \$6,000.00 + \$1,000.00 per acre (\$50,000 Max)
Construction Escrow: 5% of improvements estimate, \$5,000.00 Min, \$50,000.00 Max
Site Plan (Non-Land Development or Subdivision): \$10,000.00
Miscellaneous Engineering Review (Stormwater, grading, HOP, etc.): \$5,000.00
Escrow Administration Fee: 2% per invoice

**PALMER TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA
RESOLUTION #2024 - 46**

**ESTABLISHING A FEE SCHEDULE OF PLANNING, ZONING,
BUILDING AND OTHER FEES FOR CALENDAR YEAR 2025**

WHEREAS, the Board of Supervisors of Palmer Township, Northampton County has determined it necessary to collect certain fees for directly rendered services and does hereby establish a Fee Schedule as attached hereto; and,

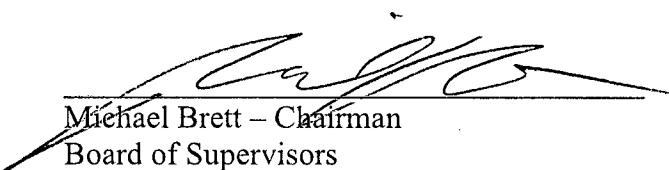
WHEREAS, it is necessary that an appropriate Fee Schedule be established sufficient to defray all expenses that may be incurred by the Township in connection with consideration of the various applications and permits; and,

WHEREAS, the Palmer Township Board of Supervisors annually reviews and amends this fee schedule as necessary.

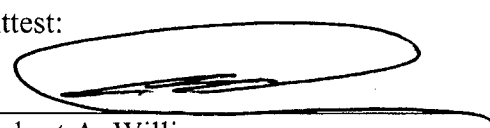
NOW THEREFORE, be it so Resolved, by the Palmer Township Board of Supervisors that the attached fee schedule be set forth to take effect January 2, 2025.

SO RESOLVED AND ENACTED, this 16th day of December, 2024.

Palmer Township


Michael Brett – Chairman
Board of Supervisors

Attest:


Robert A. Williams
Township Manager/Secretary



FEE SCHEDULE

Effective: 01/01/2025

Construction Code/Permit Fees	Fee
Accessory structure permit (sheds, detached garages, etc)	
0 to 100 sq. ft.	\$35.00
101 to 1,000 sq. ft.	\$60.00
Blasting permit*	\$100.00
*Must provide copy of State permit	
Building permit (residential)	
New construction, additions, and decks over 30" high	\$0.35 per sq. ft.
Unfinished basements, attached garages	\$0.30 per sq. ft.
Certificate of Occupancy	
New principal use	\$60.00
Additions or renovations to principal use	\$10.00
Pennsylvania UCC surcharge	\$4.50
Commercial plan review fee	
<i>Construction trailer permit</i>	\$200.00
Curb construction permit	\$35.00
Engineering fee	\$5.00 per lineal ft.
Demolition permit	\$100.00
Digital sign inspection fee	\$1,000.00 per year
Earth moving permit*	\$100.00
*Must provide Conservation District documentation	
Electrical permit	\$35.00
Fence permit	
Under 32 linear ft.	\$35.00
32 linear ft. and over	\$60.00
Fire code permit (construction or operational)	\$50.00
Fire inspection fee	
0 to 2,500 sq. ft.	\$50.00
2,501 to 20,000 sq. ft.	\$100.00
20,001 to 50,000 sq. ft.	\$150.00
50,001 sq. ft. and over	\$200.00
2 or more re-inspections	\$50.00
Floodplain development permit	\$100.00
Interior alteration permit	
Under 500 sq. ft.	\$75.00
500 sq. ft. and over	\$150.00
Mechanical permit	\$60.00
Miscellaneous permit	\$60.00
Paving permit – driveways, parking lots *	
Residential (new and resurfacing)	\$35.00
Commercial (new and resurfacing)	\$100.00
*Over 3,000 sq. ft. requires stormwater review	

Plumbing permit	\$60.00
Pool permit*	
Above-ground	\$150.00
Temporary	\$35.00
Inground	\$250.00
Spa/hot tub	\$75.00
*All pools also require an electrical permit	
Reinspection fee - all permit types (beyond 2)	\$60.00
Replacement window permit	\$35.00
Residential plan review fee	
New construction, additions 1000 sq. ft. and over	\$60.00
Additions under 1000 sq. ft.	\$35.00
Road opening permit	
Inspection fee	\$50.00
Roofing/siding permit	
Under 10 square	\$35.00
10 square and over	\$60.00
Sanitary sewer tapping fee	Reference Resolution 2023-15
Septic system permit	
New/replacement installation	\$1,200.00
Repairs	\$600.00
Cleaning and pumping	\$20.00
Sewer connection permit	
Customer facilities fee	\$115.00
Repairs	\$50.00
Sewer lateral inspection fee	\$500.00
Sign permit	
New sign	\$100.00 per sign
Replacement sign (same size or lettering)	\$60.00 per sign
Temporary sign, banner (Up to 14 days)	\$35.00
Mobile sign	\$150.00
Digital or electronic message sign	\$150.00
Static billboard	\$250.00
Digital billboard	\$500.00
Street/sidewalk construction permit	\$60.00
Zoning permit	
New construction	
Residential	\$60.00
Patios, decks under 30"	\$35.00
Non-residential	\$100.00 or 0.001 times value, whichever is greater
Change of use/occupancy	\$100.00
Home occupation use	\$35.00
Temporary storage unit	\$60.00

**Compliance Penalty Fee - In the event that a landowner or tenant begins construction activities without receiving the required permits, the permit fee shall be 200% of the applicable permit fee for the construction, use, or activity which commenced without permit.*

Planning & Development Fees	Fee
Building Code Board of Appeals application fee	\$750.00
Zoning Hearing Board application fees	
Special exception – single-family residential	\$750.00
Special exception – all other	\$1,000.00
Variance – single-family residential	\$750.00
Variance – all other	\$1,000.00
Hearing continuance fee	
Single-family residential	\$250.00
All others	\$1,000.00
Interpretation of ordinance	\$1,000.00
Enforcement notice appeal	\$1,000.00
Curative amendment/validity challenge	\$5,000.00
Transcription of hearing	Actual Cost
Zoning certification letter	\$50.00
<i>Zoning consultation fee</i>	\$50.00
Subdivision/land development application fees	
Lot line adjustment/consolidation plan	\$1,000.00
Sketch plan	\$500.00
Minor subdivision plan	\$1,000.00
Preliminary major subdivision plan	\$1,500.00
Final major subdivision plan	\$1,250.00
<i>Preliminary Land development plan</i>	\$1,750.00
<i>Land development plan</i>	\$1,500.00
Site plan	\$500.00
<i>Plan resubmission fee</i>	50% of initial fee
Conditional use request	\$1,000.00
Rezoning request	\$3,000.00
Zoning text amendment	\$3,000.00
<i>Hearing continuance fee</i>	\$250.00
<i>SALDO Waiver</i>	\$100.00
Recreation fee (in lieu of improvements)	
Residential	\$5,500.00 per dwelling unit
Non-residential	\$5,500.00 per acre
Sanitary sewer extension application fee	
1 to 25 lots	\$1,000.00
26 or more lots	\$5,000.00
Sanitary sewer planning module review fee	\$500.00

Stormwater Management Fees

	<u>Fee</u>
Minor storm water management permit application	\$172.00
Major storm water management permit application	\$450.00

a. For a modification to an existing stormwater management system approved under Chapter 158 that does not add any new impervious area, the application and administration fee shall be paid based on how the original application was filed.

b. The applicant shall also reimburse the Township for costs that the Township has incurred by the Township Engineer, Township Solicitor, and/or other professional consultant(s) that the Township, in its sole discretion, deems necessary in order to adequately and properly administer the requirements of Chapter 158 and report the findings to the Township.

c. The applicant shall also provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township's Engineer, Solicitor and/or professional consultant(s) review the plan. The applicant is required to reimburse the Township for these costs as described in Chapter 158. After the applicant has reimbursed the Township for cost incurred, the Township shall return the escrow fee.

Escrow Account Initial Deposits

	Fee
Subdivision and land development review escrow	
Pre-submission meeting	\$2,500.00
Lot line adjustment	\$5,000.00
Sketch plan	\$5,000.00
Site plan (non land development or subdivision)	\$10,000.00
Minor subdivision	\$10,000.00
Preliminary or final major subdivision	\$6,000.00 + \$1,000.00 per lot or unit, \$50,000 Max
Land development	\$6,000.00 + \$1,000.00 per acre, \$50,000 Max 5% of improvements
Subdivision and land development construction escrow (including sewer extension)	5% of improvements estimate, \$5,000.00 minimum, \$50,000.00 maximum
Miscellaneous engineering review escrow (Storm water, grading, floodplain, retaining wall, street repair, utility repair, geotechnical, etc.)	\$5,000.00
Sewer lateral construction escrow (Township installation from main sewer line to property line)	\$13,500.00
<i>Escrow Administration fee</i>	2% per invoice

Documents & Publications

	Fee
Open Records requests/duplications	
8.5" x 11" up to 11" x 17"	\$0.25 per page per side
Greater than 11" x 17"	\$5.00 per page
Electronic media	Actual Cost
Postage	Actual Cost
Certification of copies	\$1.00 per request
Plans and ordinances	
Zoning ordinance and map	\$30.00
Zoning map only	\$5.00
Subdivision and land development ordinance	\$20.00
Comprehensive plan	\$15.00
Other maps or plans	\$5.00
Standard specification manuals	
<i>Township Specifications</i>	\$20.00
Sanitary sewer extensions	\$40.00
Pressure wastewater sewer and grinder pumps	\$15.00
Fire reports – non-criminal investigation reports	
Residential properties	\$75.00
Commercial properties	\$100.00
All other (i.e. accident reports)	\$50.00
Police reports	
Accident report	\$15.00
Incident report	\$0.25 per page per side
<i>Sewer certification</i>	\$20.00
<i>Trash certification</i>	\$20.00

Licenses/Miscellaneous Fees		Fee
Bounced check/deposited item return fee		\$35.00
Business license		\$30.00 per year
Dog pound fee		
Pick-up fee		\$50.00
Holding fee		\$25.00 per day
Easement agreement*		\$150.00
*Includes County recording fees		
Foreclosed property registration fee		\$200.00 per year
Funeral escort Fee		\$25.00 per escort
Knox Box fee		\$25.00
Liquor license transfer request		\$2,000.00
Moving permit		\$5.00
Pathfinder sign rental		
Initial registration - 6" x 24" sign		\$100.00
Initial registration - 6" x 36" sign		\$100.00
Annual permit		\$30.00
Peddler's license		
Per day		\$25.00
Per month		\$100.00
Per year		\$750.00
Police Department employment application fee		\$25.00
Plumber's license		
Master plumber		\$50.00
Journeyman		\$30.00
Apprentice		\$15.00
Utility Charges		Fee
Sewer rates		
Unmetered water service		\$105.00
Metered water service		
a) Minimum (5 units)		\$35.00
b) First 100 units		\$5.50 per unit
c) Next 900 units		\$3.88 per unit
d) Over 1,000 units		\$3.13 per unit
Water diversion meter*		\$180.00
* Requires plumbing permit and associated fees		
Fat, oil and grease violations/remediation		
Video inspection unit/mainline and/or lateral with crew		\$410.00 per hour
Jet flushing unit/mainline and/or lateral with crew		\$400.00 per hour
Vacuum collection with crew and disposal at an approved DEP facility		\$400.00 per hour plus disposal costs
Waste & Recycling Charges		Fee
Yard waste drop off fee - RESIDENTIAL		
Car trunk		\$5.00
Pickup or small utility trailer (Smaller than or equal to 8' x 8') each		\$12.00
Large trailer (larger than 8' x 8' or tandem axle)		\$30.00
Non-commercial stake body truck		\$30.00
Non-commercial small dump truck		\$30.00
Yard waste drop off fee - COMMERCIAL		
Commercial large trailer (larger than 8' x 8' or tandem axle)		\$60.00
Commercial stake body truck		\$60.00
Commercial small dump truck		\$60.00
Waste/recycling cart replacement		\$250.00

Facility Rentals	Fee
Fairview Park Pavilion	
Residents	\$75.00
Non-Residents	\$150.00
Penn Pump Park Pavilion*	
Residents	\$100.00
Non-Residents	\$200.00
*Pavilion permit not to exceed 150 people	
Penn Pump Park Picnic Permit*	
Residents	\$50.00
Non-Residents	\$100.00
*Picnic Permit not to exceed 50 people	
Briarcliff Park Pavilion	
Residents	\$75.00
Non-Residents	\$150.00
Riverview Park Pavilion	
Residents	\$100.00
Non-Residents	\$175.00
Mill Race Park Pavilion	
Residents	\$75.00
Non-Residents	\$150.00
BIP Pavilion at the Charles Chrin Community Center	
Residents	\$75.00
Non-Residents	\$150.00
Charles Chrin Community Center	
Community Room A and B	
Each	
Residents	\$50.00 per hour
Non-Residents	\$60.00 per hour
Combined	
Residents	\$100.00 per hour
Non-Residents	\$120.00 per hour
Multi-Purpose Room	
Half	
Residents	\$50.00 per hour
Non-Residents	\$60.00 per hour
Entire	
Residents	\$100.00 per hour
Non-Residents	\$120.00 per hour
Gymnasium	
Gymnasium Rental	\$55.00 per hour
Special events	Variable
Kitchen/dining room	\$15.00 per hour
Turf field	\$150.00 per hour
Athletic Fields	\$50.00 per hour

Parking Fines	Fee
Prohibited parking	\$20.00
Fire Zone	\$25.00
15' of fire hydrant	\$20.00
15' of intersection	\$20.00
30' of stop or yield signs	\$20.00
On sidewalk	\$25.00
On a crosswalk	\$20.00
Blocking a driveway	\$50.00
Blocking a fire house	\$50.00
Facing against traffic	\$20.00
Blocking snow removal equipment	\$20.00
Parked on school property	\$20.00
Handicapped zone	\$75.00
Not inspected	\$25.00
Not registered	\$25.00
Posted no parking	\$20.00
Private property	\$50.00
Unhitched trailer	\$20.00
For sale or repair	\$20.00
Double parking	\$20.00
Parked over 72 hours	\$20.00
Snow emergency route	\$25.00

Fire Recovery Fee Schedule	Fee
Apparatus Charges	
Engine	\$350.00 per hour
Rescue	\$300.00 per hour
Ariel/ladder	\$400 per hour
Utility/command/support	\$150.00 per hour
Equipment/Service	
SCBA	\$50.00 each
Fire hose per 50 feet	\$25.00
Extinguisher (any size or class)	\$100.00 each
Hand tools	\$15.00 each
Hydraulic rescue tools	\$200.00 each
Hazardous material absorbent booms	\$20.00 each
Hazardous material absorbent pads	\$10.00 each
Speedy dry/oil dry	\$35.00 per bag/bucket
Portable pumps	\$30.00 per hour
Power tools	\$50.00 per hour
Salvage covers	\$35.00 each
Debris cleanup	\$250.00
Flares	\$8.00 each
Ventilation fans	\$50.00 each
Thermal imaging camera	\$100.00 each
Foam	\$60.00 per gallon
Cribbing	
Passenger vehicle	\$100.00 each
Class B vehicle	\$200.00
Class A vehicle truck	\$500.00
Stabilization struts	\$50.00 per use
Extrication w/ hydraulic tools	\$1,500.00 per patient
Fire line tape	\$0.25 per foot