

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-19

A RESOLUTION AMENDING THE TOWNSHIP FEE SCHEDULE FOR SUBDIVISION, LAND DEVELOPMENT, ZONING AND ZONING HEARING BOARD FEES, AND OTHER MISCELLANEOUS APPLICATIONS AND PERMITTING FEES, REPEALING AND REPLACING ALL PRIOR FEE RESOLUTIONS.

WHEREAS, the Board of Commissioners of Pocono Township desires to establish administrative fees, inspection fees and required escrows accounts in order to reimburse the Township for its costs in administering and enforcing its Subdivision and Land Development Ordinance, Zoning Ordinance, building codes and other chapters of the Pocono Township Code of Ordinances which requires inspections, reviews and approval processes related to permits and other land development activities; and

WHEREAS, on January 17, 2022, the Board of Commissioners of Pocono Township adopted Resolution No. 2022-04 setting forth a fee schedule for permits, inspections, applications and approvals; and

WHEREAS, the Board of Commissioners of Pocono Township has reviewed the Township's current fee schedule and desires to amend the fees contained therein.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, adopts the 2024 Fee Schedule set forth herein, which fee schedule shall be effective immediately.

All fees set forth in prior Resolutions which are inconsistent to the fees set forth herein are hereby repealed.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono on the 5 day of August, 2024.

ATTEST:

Township of Pocono
Board of Commissioners

By: 
Jerrod Belvin
Secretary

By: 
Richard Wielebinski
President

2024 POCONO TOWNSHIP FEE SCHEDULE

I. SUBDIVISION AND LAND DEVELOPMENT

All Subdivision/Land Development Applications shall require the following:

- An executed contract for Professional Services establishing the Professional Escrow Account.
- A Professional Escrow Account shall be established with the Township at the time of the Initial Plan Application. Township-incurred professional fees shall be billed in accordance with the attached professional fees schedule.
- When the balance of a Professional Escrow Account falls below 50% of the original amount, the applicant must replenish the account back to the original Escrow amount.

A. Formal Sketch Plan Review (Not Required)

1) Lot Line Adjustment/Minor Subdivision

Application Fee	\$300.00
Professional Escrow Account	\$2,000.00

2) Major Subdivision/Land Development Plan

Application Fee	\$500.00
Professional Escrow Account	\$2,000.00

B. Preliminary/Final Plan Submission (Required)

Application fee not required if already paid for sketch plan review.

1) Lot Line Adjustment/Consolidation

Application Fee	\$300.00
Professional Escrow Account	
(2 Lots)	\$2,500.00
(3+ Lots)	\$4,000.00

2) Residential Minor Subdivision/Land Development

Application Fee	\$500.00
Professional Escrow Account	\$4,000.00

3) Residential Major Subdivision/Land Development (Preliminary or Final)

	Application Fee	Escrow Amount
10 or less Lots/Units	\$2,000.00	\$10,000.00
11-30 Lots/Units		\$15,000.00
31-99 Lots/Units		\$20,000.00
>99 Lots/Units		\$25,000.00

4) Non-Residential Land Development (Preliminary or Final)

	Application Fee	Escrow Amount
2 Acres or Less	\$2,000.00	\$10,000.00
>2 to 10 Acres		\$15,000.00
>10 to 50 Acres		\$20,000.00
>50 Acres		\$25,000.00
Regional Impact Development		\$30,000.00

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|---|----------------------|--------------------|
| C. Waiver of Land Development | Application Fee: | \$300.00 |
| | Professional Escrow: | \$1,500.00 |
| D. Plan Resubmission Fee | | 50% of Initial Fee |
| E. Act 537 Sewage Planning Processing (not including professional Fees) | | |
| 1. Qualified Exemptions as determined by PA DEP | | \$250.00 |
| 2. Component 2 Sewage Planning | | \$300.00 |
| 3. Component 3 Sewage Planning | | \$400.00 |
| F. Joinder Deed (Lot Consolidation) – Plus B1 | | \$500.00 |

II. ZONING FEES

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|--|-------------------------|----------|
| A. Non-Residential | | |
| 1) New Construction & Additions | | |
| Application Base Fee | | \$200.00 |
| Plus \$0.25 per sq./ft. up to 50,000 sq./ft. & \$0.10 per sq./ft. > 50,000 sq. ft. | | |
| 2) Tenant Fit Out/Use Permit | | \$100.00 |
| B. Residential | | |
| Minimum Permit Fee | | \$70.00 |
| 1) New Construction | \$0.15/sq.ft. + \$50.00 | |
| 2) Accessory Structure (garage/shed/etc.) | \$0.15/sq.ft. + \$50.00 | |
| 3) Mobile Home | | \$200.00 |
| 4) Above Ground Pool | | \$70.00 |
| 5) In Ground Pool | | \$100.00 |
| 6) Fence | | \$70.00 |
| C. Certificates of Occupancy | | |
| 1) Non-Residential and Residential over 200 sq. ft. | | \$50.00 |
| 2) Accessory Structures under 200 sq. ft. | | \$25.00 |
| 3) Each additional inspection after initial inspection | | \$50.00 |

D. Certificate of Non-Conformity \$200.00

G. Timber Harvest Permit

Application Fee \$100.00

Professional Escrow \$1,000.00

H. Zoning Determination

1) Residential \$75.00

2) Commercial \$75.00 per hour

III. SIGNS

1) Signs up to 100 sq./ft. \$100.00

2) Signs >100 sq./ft. \$100.00

Plus \$1.00 per sq./ft. over 100 sq./ft.

3) Sign Plaza \$125.00

Plus \$75.00 per individual sign

IV. STORMWATER MANAGEMENT & GRADING PERMITS

Application Fee \$500.00

Professional Escrow Account \$3,000.00

V. PUBLIC HEARING FEES

A. Zoning Hearing Board

1) Applications & Appeals \$1,000.00

Plus cost of required transcription

2) Continuance Request by Applicant \$25.00

Plus cost of required transcription

3) Special Exception \$1,000.00

Plus \$75.00 per individual sign

B. UCC Appeals Board

1) Applications & Appeals \$1,000.00

Plus cost of required transcription

C. Board of Commissioners

1) Conditional Use \$1,000.00

Plus cost of required transcription

2) Rezoning or Zoning Ordinance Amendment \$1,000.00

3) Curative Amendment \$1,000.00

4) Liquor License Transfer Hearing	\$1,000.00
5) Planned Residential Development	\$1,000.00
6) Local Agency Appeal	\$1,000.00

A Professional Services Escrow may be required for reviews associated with a hearing before the Board of Commissioners.

VI. RESIDENTIAL BUILDING CODE FEES

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

VII. OTHER THAN RESIDENTIAL BUILDING CODE FEES

SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

VIII. POLICE DEPARTMENT REPORTS/FEES

A. Incident Report	\$15.00
	Plus \$0.25 per page over 60 pages
B. Traffic Accident Report	\$15.00
C. Alarm Permit Fee	\$15.00

IX. ON LOT SEPTIC

A. Septic Tank Abandonment	\$125.00
B. Test Pit Inspection (per pit)	\$100.00
C. Percolation Test	\$100.00
D. Subdivision/Land Development Sewage Planning	
1) Whole Day – Probes and/or Percs	\$600.00
2) Half Day – Probes and/or Percs	\$300.00
E. On-Lot Sewage Permit	
1) Residential – Regular On-Lot System	\$500.00
2) Commercial – Regular On-Lot System	\$675.00
3) Residential/Commercial – IRSIS System	\$850.00
4) Residential/Commercial – Peat Option One System	\$850.00
5) Residential/Commercial – Drip System	\$850.00
F. Additional Design Review (per review)	\$50.00
G. Re-Inspections (per trip)	\$50.00

X. PUBLIC SEWER FEES

A. EDU User Fee (247 gallons/day)	\$85.54/EDU per month
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- B. Tapping Fees \$3,750.00 per EDU
One-time, per-EDU fee paid at time of connection.

- C. Sewer Late Fees
- 1) A Late Fee will be applied for non-payment of an invoice fifteen (15) days following the due date. The late fee will be in addition to other invoiced amounts.
 - 2) The Late Fee shall be in the amount of ten percent (10%) of the monthly invoice amount.
 - 3) Interest shall continue to accrue on all unpaid balances.

XI. OTHER FEES

- A. Fees in Lieu of Open Space
- 1) Residential – Per Dwelling Unit \$1,400.00
 - 2) Commercial/Industrial – Per Acre Developed \$1,400.00
- B. Road
- 1) Driveway \$100.00
 - 2) Paving \$50.00
 - 3) Road Opening \$100.00
- C. Well Permit \$100.00
- D. Home Occupation Permit \$70.00
- E. Checks Returned for Insufficient Funds \$50.00
- F. Publications
- 1) Zoning Ordinance \$30.00
 - 2) Zoning Map \$3.00
 - 3) Subdivision & Land Development Ordinance \$65.00
- G. Copies \$10.00/sheet for plot plans
 \$0.25/sheet for black & white
 \$0.50/sheet for color
- H. Fireworks Display (plus required bond) \$100.00
- I. Use of Equipment by Neighboring Municipalities Cost plus 10%
- J. Peddling & Soliciting \$100.00
- K. Transient Dwelling Unit License – Annual \$500.00
Due by November 1 of each year

EXHIBIT "A"
POCONO TOWNSHIP
RESIDENTIAL BUILDING CODE FEE SCHEDULE
Permits Issued Under the 2015 IRC
(Rev. January 2022)

BUILDING PERMITS

New Construction and Additions

- \$50.00 plus \$0.19 per square foot of GFA*
* GFA – Gross Floor Area is defined as the total square footage of all floors within the perimeter of the outside walls, including basements cellars, garages, roofed patios, covered walkways, and attics with a floor-to-ceiling height equal to or greater than 6.50 feet. It also includes decks and exterior concrete slabs. GFA is also defined as the Gross Face Area of fences in excess of 6.00 feet in height and retaining walls in excess of 4.00 feet in height.

Alterations and Repairs

- 1.5% of total construction cost (signed contract required) subject to the review and approval of the Building Code Official (BCO).

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for this permit.

Commonwealth of Pennsylvania Education Fee

- \$4.50

Minimum Fee

- \$120.00

MECHANICAL PERMIT AND PLUMBING PERMIT

New Construction and Additions

- \$9.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to: sinks, water closets, bidet, bath tub, shower, washing machines, hose bibs, floor drains,

dishwashers, drinking fountains, water heaters, air handlers and any fuel burning device (gas, oil, wood or coal).

Utility Service Connection (including private, community and central water and/or sewer systems)

- \$50.00 per fixture or appliance*
- *An appliance or fixture include, but are not limited to: boilers, furnaces, HVAC, sewer pumps, refrigeration units, and water cooled air conditioners.

Alterations and repairs

- Plumbing: \$30.00 plus \$8.00 per device
Mechanical: \$30.00 plus \$20.00 for each \$1,000.00 of construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

ENERGY CODE

For all residential buildings with conditioned space: .02 per square foot of GFA

ELECTRICAL PERMIT

Service and Feeders

- | | |
|-----------------------------|---------------------|
| • 200 amp or less | \$52.00 |
| • 201 AMP to 400 amp | \$80.00 |
| • Over 400 amp | \$20.00 per 100 amp |
| • Sub-feeders or sub-panels | 25% of above fees |
| • Over 600 volts | 200% of above fees |

Residential Inspections (2 trip maximum)

- | | |
|---------------------------------------|----------|
| • 100 amp service and max 100 devices | \$90.00 |
| • 200 amp service and max 200 devices | \$120.00 |

Modular and mobile homes (1 trip)

- | | |
|----------------------|---------|
| • Service and feeder | \$65.00 |
|----------------------|---------|

Rough Wiring (All switches receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Finish Wiring (all switches, receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Heating, cooling, cooking, appliances, equipment, motors, generators, transformers, capacitors, etc.

- Less than 1/3 hp, kw, kva use finish wiring fee
- Over 1/3 hp, kw, kva
 - 1/3 to 1.0 \$15.00
 - to 5.0 \$20.00
 - 5.1 to 10.0 \$25.00
 - 10.1 to 30.0 \$30.00
 - 30.1 to 50.0 \$35.00
 - 50.1 to 100.0 \$40.00
- Over 100.1 (per hp, kw, kva) \$1.00
- Over 600 (per hp, kw, kva) \$2.00

Signaling, communication and alarm systems

- 1 to 10 devices \$75.00
- Each additional device \$2.00

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

MISCELLANEOUS RESIDENTIAL PERMITS

Swimming pools and outdoor whirlpools

- Building sub-code plus 1% of total construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Demolition

- \$120.00

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

EXHIBIT "B"

POCONO TOWNSHIP
OTHER THAN RESIDENTIAL BUILDING CODE FEE SCHEDULE
Permits issued under the 2015 IBC
(Rev. January 2022)

PLAN REVIEW

- 0.0013 of the estimated value* for structures up to \$3,000,000.00.
- \$3,900.00 plus 0.0005 of the estimated value* for structures between \$3,000,000.00 and \$6,000,000.00.
- \$5,400.00 plus 0.0004 of the estimated value* for structures over \$6,000,000.00.
- Mechanical Plan review fee is 25% of the Building Plan review fee.
- Plumbing Plan review fee is 25% of the Building Plan review fee.
- Electrical Plan review fee is 25% of the Building Plan review fee.
- Administrative fee is 20% of overall Plan Review Fee
- Minimum fee is \$250.00
- *Estimated value will be taken from the building valuation tables found at www.iccsafe.org/cs/techservices at the time the application for a permit is filed.

BUILDING PERMIT

New Construction and Additions

- \$60.00 plus \$0.27 per square foot of GFA*
 - * GFA – Gross Floor Area is defined as the total square footage of all floors within the perimeter of the outside walls, including basements cellars, garages, roofed patios, covered walkways, and attics with a floor-to-ceiling height equal to or greater than 6.50 feet. It also includes decks and exterior concrete slabs. GFA is also defined as the Gross Face Area of fences in excess of 6.00 feet in height and retaining walls in excess of 4.00 feet in height.

Alterations and Repairs

- \$50.00 plus 0.015 of total construction cost (signed contract required, subject to the review and approval of the Building Code Official (BCO)), for projects up to \$500,000.00.
- \$7,500.00 plus 0.0125 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), between \$500,000.00 and \$1,000,000.00.

- \$13,750.00 plus 0.010 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), over \$1,000,000.00..

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for this permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

Commonwealth of Pennsylvania Education Fee

- \$4.50

MECHANICAL PERMIT AND PLUMBING PERMIT

New Construction and Additions

- \$10.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to: sinks, water closets, bidet, bath tub, shower, washing machines, hose bibs, floor drains, dishwashers, drinking fountains, water heaters, air handlers and any fuel burning device (gas, oil, wood or coal).

Utility Service Connection (including private, community and central water and/or sewer systems)

- \$50.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to: boilers, furnaces, HVAC, sewer pumps, refrigeration units, and water cooled air conditioners.

Alterations and repairs

- Plumbing: \$30.00 plus 10.00 per device
- Mechanical: \$30.00 plus \$25.00 for each \$1,000.00 of construction cost (signed contract required); subject to the review and approval of the BCO).

Minimum Permit Fee

- \$50.00 for the Plumbing Permit
- \$50.00 for the Mechanical Permit

Fire protection systems

- \$40.00 plus \$0.25 per sprinkler head for sprinkler systems
- \$80.00 for each standpipe
- \$100.00 for wet/dry/carbon dioxide extinguisher systems up to 100 pounds
- \$100.00 plus \$0.75 per pound for wet/dry/carbon dioxide extinguisher systems over 100 pounds
- \$150.00 per system (hood, duct and suppression) for commercial cooking systems

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

ELECTRICAL PERMIT**Service and Feeders**

- 200 amp or less \$50.00
- 201 AMP to 400 amp \$80.00
- Over 400 amp \$20.00 per 100 amp
- Sub-feeders or sub-panels 1/4 of above fees
- Over 600 volts double above fees

Residential Inspections (2 trip maximum)

- 100 amp service and max 100 devices \$90.00
- 200 amp service and max 200 devices \$120.00

Modular and mobile homes (1 trip)

- Service and feeder \$85.00

Minor alterations

- Max 15 devices \$60.00

Rough Wiring (All switches receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Finish Wiring (All switches receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Heating, cooling, cooking, appliances, equipment, motors, generators, transformers, capacitors, etc.

- Less than 1/3 hp, kw, kva Use Finish Wiring Fee
- Over 1/3 hp, kw, kva
 - 1/3 to 1.0 \$15.00
 - to 5.0 \$20.00
 - 5.1 to 10.0 \$25.00
 - 10.1 to 30.0 \$30.00
 - 30.1 to 50.0 \$35.00
 - 50.1 to 100.0 \$40.00
- Over 100.1 (per hp, kw, kva) \$1.00
- Over 600 (per hp, kw, kva) \$2.00

Signaling, communication and alarm systems

- 1 to 10 devices \$75.00
- Each additional device \$2.00

Minimum Permit Fee

- \$50.00 for the Plumbing Permit
- \$50.00 for the Mechanical Permit

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Electrical Permit Fee and all re-inspection fees

MISCELLANEOUS OTHER THAN RESIDENTIAL PERMITS**Swimming pools and outdoor whirlpools**

- All applicable sub-codes plus 1% of total construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Demolition

- \$0.01 per square foot
- Minimum fee: \$100.00

Signs with utilities

- \$50.00 plus \$2.00 per square foot

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for any permit.

Administrative fee

- 20% of Permit Fee and all re-inspection fees