

**LOWER MILFORD TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

RESOLUTION 2012-2

FEE SCHEDULE AND SUBMISSION CRITERIA

WHEREAS, certain permits, documents and administrative services are requested of residents and members of the public; and

WHEREAS, the Board of Supervisors are concerned that costs of said permits, documents and administrative services are not borne by the taxpayers of Lower Milford Township.

NOW, THEREFORE, be it hereby resolved by the Board of Supervisors of Lower Milford Township, that the following fee schedule and submission criteria be adopted for calendar year 2012, effective upon adoption, unless superseded by a subsequent resolution or ordinance, and rescinding all other fee schedules in conflict with this resolution.

BUILDING PERMIT AND INSPECTION

– RESIDENTIAL CONSTRUCTION:

NEW SINGLE FAMILY DWELLING –includes plan review and inspections \$975.00
(An additional \$0.25 will be charged per sq. ft. of living space
in excess of 2500 sq. ft.)

MODULAR/MANUFACTURED HOUSING, new SFD \$675.00

DECK PACKAGE \$295.00

RESIDENTIAL DWELLING ADDITIONS OR ALTERATIONS

Addition (Mechanical, Plumbing & Electrical extra)	\$550.00
Alterations (up to 2 inspections) (Mechanical, Plumbing & Electrical extra)	\$150.00
Roofing Replacement (includes one inspection)	\$ 75.00
Electrical (includes 2 inspections)	\$150.00
Mechanical (includes 2 inspections) (Furnace, Central Air, Heat Pump, Wood Stove, Fireplace)	\$150.00
Plumbing (includes 2 inspections)	\$150.00
Re-review of Plans (per hour)	\$ 87.00
PA Labor and Industry Permit Fee (applies to each permit)	\$ 4.00

DETACHED ACCESSORY BUILDINGS (exceeding 1000 sq. ft.)

Garage/Shed/Accessory Structure (electrical, plumbing, mechanical extra)	\$450.00
PA Labor and Industry Permit Fee (applies to each permit)	\$ 4.00

SWIMMING POOLS

Above Ground Pool (24" depth or greater, deck not included)	\$150.00
In-Ground Pool (Deck, Mechanical, Plumbing & Electrical extra)	\$750.00
Hot Tub/Spa (Mechanical, Plumbing & Electrical extra)	\$150.00
PA Labor and Industry Permit Fee (applies to each permit)	\$ 4.00

- **COMMERCIAL CONSTRUCTION:**
 - New Construction and Additions (permit only) \$1,710.00
 - Alterations/Miscellaneous (permit only) \$825.00
 - Plan Review (per hour) \$87.00
 - General Inspections (per hour) \$87.00
 - Mechanical/Plumbing/Electrical Inspections (per hour) \$87.00
 - PA Labor and Industry Permit Fee (applies to each permit) \$ 4.00
 - Clerical (per hour) \$37.00
- **REINSPECTIONS**
 - Residential (Includes up to 2 inspections) \$100.00
 - Commercial (per hour) \$ 87.00
- **PERMIT RENEWAL** \$ 60.00
- **DEMOLITION PERMIT** (Includes one inspection) \$100.00
 - May require Erosion and Sedimentation Permit
- **MISCELLANEOUS:**
 - An E&S plan and permit is required for earth disturbances of 1,500 square feet or greater for all types of permits. (See separate fees)

NO BUILDING PERMIT/ INSPECTIONS REQUIRED FOR RESIDENTIAL ACCESSORY STRUCTURES LESS THAN 1,000 SQUARE FEET – ONLY A ZONING PERMIT IS REQUIRED.

NO BUILDING PERMIT/INSPECTIONS REQUIRED FOR AGRICULTURAL STRUCTURES

Fees include issuance of a Certificate of Occupancy except where separately charged.

- **RESIDENTIAL/COMMERCIAL APPEALS:**
 - Appeal to Building Board of Appeals \$100.00
 - Hearing before Building Board of Appeals \$500.00

ZONING PERMIT FEES

Review application and perform site inspection for Zoning compliance

Residential Use	\$ 40.00
Agricultural Use	\$ 25.00
Commercial Use	\$100.00
All Other Uses	\$100.00

STORMWATER MANAGEMENT FEES

Review of Stormwater Management Plan

PERMIT FEES:

Residential/Agricultural (Plan review and 1 inspection)	\$300.00
Commercial (Plan review and 1 inspection)	\$400.00

Engineer to review plans and applications for any project proposing the installation of greater than 1500 square feet of new impervious cover.

Re-Review of Plan (per hour)	\$87.00
Re-Inspection (per hour)	\$87.00

EROSION & SEDIMENTATION CONTROL AND FINAL GRADING PLOT PLAN PERMIT

PRIOR TO EARTH DISTURBANCE INVOLVING more than 1500 s.f., an Erosion & Sedimentation Control & Final Grading Plot Plan shall be submitted with the building or zoning permit application along with any and all other applicable permits, fees, etc. as required by Ordinance, Resolution or Regulation of Lower Milford Township.

THE PLAN shall contain the following, where applicable:

1. Property boundary dimensions.
2. Location of structure, showing setback distances to all property lines and at least two (2) ties to installed property corners.
3. Location of well, septic tank, primary drainfield and alternate drainfield, showing distance to closest property line.
4. Isolation distance of well to septic tank and drain field.
5. Soil pipe, well supply line and utility line(s), crossing the property and entering the dwelling.
6. Building restriction line, swales, easements, streams, Natural Features as required by the Zoning Ordinance.
7. Site grading, directing of storm water run-off away from building and septic system.
8. Contour lines, both existing and proposed.
9. Dimensions of driveway and grade percentages.
10. Location and dimension and inverts of driveway pipe.
11. First floor elevations.
12. Location of tree planting and/or existing wooded areas.
13. Location of soil stockpile area and erosion and sedimentation control measures.
14. Statement of total area of disturbance.
15. Location of on-lot stormwater facilities/BMP's.
16. Pre and post development building coverage and/or impervious surface percentages.
17. Swale and drainage channel cross sections
18. Spot grades at high points and low points.
19. References bench mark
20. Narrative of on-lot erosion sedimentation control procedures
21. Narrative of operation and maintenance of on-lot infiltration stormwater BMP facilities.

SHOULD THE LOT BE A PART of an approved subdivision plan, any and all notes and restrictions contained on the approved subdivision plan shall be applicable whether or not depicted on the Erosion & Sedimentation Control & Final Grading Plot Plan.

EROSION AND SEDIMENTATION CONTROL measures shall be in conformance with the approved subdivision Plan and the Lehigh County Conservation District Guidelines. ALL earth disturbance totaling 5,000 S.F. or greater must submit and receive Lehigh County Conservation District Approval and/or an NPDES Permit prior to issuance of a Township erosion & sedimentation control/grading plan permit. Applicants are responsible for making application to the Lehigh County Conservation District and all associated fees.

ADDITIONAL INFORMATION may be required as deemed necessary to insure enforcement of all Ordinances, Resolutions, and Regulations of Lower Milford Township.

PERMIT FEES:

Residential (Plan review and up to 3 inspections)	\$400.00
Commercial	\$ 87.00/hr.

DRIVEWAY PERMIT

1. Any person, partnership or corporation who wishes to construct any private roadway, driveway and/or street which will intersect with any Township Road or Street shall pay a fee of **\$75** per connection.
2. Such fee shall be paid with the application for a Driveway Permit and include one (1) inspection. Re-inspection shall be charged at \$87.00 per hour.
3. Any new or re-located driveway entrance requiring a curb-cut, shall pay an additional hourly fee of **\$87** for inspection of the replaced curb.
4. For Roads or Driveways intersecting with a State Highway, Road or Street, a Highway Occupancy Permit must be obtained from PENNDOT prior to construction of the driveway.
5. An escrow deposit may be required, dependent upon scope of work, in an amount determined by the Township Engineer at the time of plan review.

TOWNSHIP HIGHWAY OCCUPANCY PERMIT

1. A Highway Occupancy Permit is required for all work performed within a Township Road Right-of-Way other than a driveway/road opening.
2. Fees for Highway Occupancy Permits shall be charged in accordance with the current PENNDOT fee schedule.

APPLICATIONS TO THE ZONING HEARING BOARD

ZONING HEARING APPEAL FEE FOR VARIANCES, SPECIAL EXCEPTIONS,
INTERPRETATIONS

1. Any person, partnership or corporation filing an appeal with the Zoning Hearing Board of Lower Milford Township, shall pay the following fee(s) at the time an application for such appeal is filed with Township:
A FEE of **\$500** will be charged for Residential appeals
A FEE of **\$800** will be charged for Non-Residential appeals
2. Any Zoning Appeal which the appellant requests a continuation, the appellant will be charged **\$200** in addition to the initial fee, to cover the costs involved for such a continuation. Any continuation after first continuation will also be at a fee of **\$200**.
3. Challenge to Validity of an Ordinance - **\$1,000**

APPLICATIONS TO THE BOARD OF SUPERVISORS

CONDITIONAL USE APPLICATIONS

1. Any person, partnership or corporation filing a conditional use application with the Board of Supervisors shall pay the following fee at time of application:
A FEE of **\$500** will be charged for Residential Applications
A FEE of **\$800** will be charged for Non-Residential Applications
2. Any application which requires a continuation of the first meeting, the applicant will be charged **\$200** in addition to the initial fee, to cover the costs involved for such a continuation. Any continuation after first continuation will also be at a fee of **\$200**.
3. Professional Service Agreement Escrow of \$2,500

VALIDITY CHALLENGE AND CURATIVE AMENDMENT

1. Any person, partnership or corporation filing a validity challenge and curative amendment with the Board of Supervisors shall pay a fee of **\$800** at time of filing.
4. Any additional hearings beyond the first hearing shall be charged **\$500** per hearing to cover administrative expenses.

SUBDIVISION AND LAND DEVELOPMENT FEES

1. CHANGES IN EXISTING LOT LINES:
 - A. An application fee of **\$100** shall be paid at the time an application for a review of a lot line change plan is submitted to the Township Office.
 - B. At the time of filing a Lot Line Change Application, a deposit of **\$2,500** Professional Service Agreement Escrow shall be made to the Township to cover the costs of reviewing the plan as set forth in the Subdivision & Land Development Ordinance, Sec. 641. The difference between the amount deposited and actual costs incurred to review the Plan, shall be charged or refunded to the Developer at the time the Plan is finalized. An executed Record Plan shall not be delivered to the Developer until all costs have been paid by the Developer. Costs shall be deducted from Escrow Monies as are incurred by the Township.
 - C. All costs incurred by the Township in reviewing the Lot Line Change Plan shall be billed and paid by the Developer regardless whether Final Plans are approved or not. In no case will a Final Plan be approved and signed by Township Officials until costs due from the Developer are paid. Application fees are NOT refundable if Plans are withdrawn after the application and Plans are considered received by the Planning Commission of Lower Milford Township.

2. SUBDIVISION OF TWO (2) OR MORE LOTS:

ESCROW

- A. (1) At the initial filing of an application for review of a Subdivision Plan having 2 to 9 lots, a Deposit of **\$7,000** for Professional Service Agreement Escrow shall be made.
(2) A Subdivision Plan of 10 or more lots shall make a deposit of **\$10,000** for Professional Service Agreement Escrow.
- B. When the balance in Escrow falls to **\$2,000** an additional **\$2,500** deposit shall be made to cover further costs. These monies shall be made to the Township to cover costs of reviewing the subdivision, as set forth in the Subdivision and Land Development Ordinance, Section 641. The difference between the amount deposited and actual costs incurred to review the Plans, shall be charged or refunded at the time the Subdivision Plans are finalized. A quarterly statement will be sent to the Developer reflecting the Escrow balance.
- C. An executed record Plan shall not be delivered to Developer for recording until all costs have been paid by Developer. Costs shall be deducted from the Escrow Account monies as are incurred by the Township.
- D. All costs incurred by the Township for reviewing the Land Development Plans shall be billed and paid by the Developer regardless whether the Final Plan be approved or not. In no case will a Final Plan be approved or signed by the Township Officials until costs due from Developer are paid. Application Fees are not refundable if the Land Development Plans are considered received by the Planning Commission of Lower Milford Township as defined in the Lower Milford Township Subdivision and Land Development Ordinance.

APPLICATION FEES

- A. SKETCH PLAN (Optional): If a Sketch Plan is submitted, a Fee of **\$100** plus **\$50** per lot shall be paid at the time an application for review of a Sketch Plan is submitted to the Planning Commission at the Township Office.
- B. PRELIMINARY SUBDIVISION PLAN APPLICATION:
A Fee of **\$200** plus **\$100** per lot shall be paid at the time an application for review of a Subdivision Plan and required attachments are submitted to the Township Office.
- C. FINAL SUBDIVISION PLAN APPLICATION:
A Fee of **\$200** plus **\$50** per lot shall be paid at the time an application for review of a Final Plan with required attachments are submitted to the Township Office.

3. LAND DEVELOPMENT PLAN:

ESCROW

- A. (1) A deposit of **\$7,000** for Professional Service Agreement Escrow shall be made for development of 5 or less acres;
(2) **\$10,000** for over 5 acres.
- B. When the balance in Escrow falls to **\$2,000**, an additional **\$2,500**

deposit shall be made to cover further costs. These monies shall be made to the Township to cover costs of reviewing the land development as set forth in the Subdivision and Land Development Ordinance, Section 641.

The difference between the amount deposited and actual costs incurred to review the Plans shall be charged or refunded at the time the Land Development Plans are finalized.

A quarterly statement will be sent to the Developer reflecting the Escrow balance.

- C. An executed record Plan shall not be delivered to Developer for recording until all costs have been paid by Developer. Costs shall be deducted from the Escrow Account monies as are incurred by the Township.
- D. All costs incurred by the Township reviewing the Land Dev. Plans shall be billed and paid by the Developer regardless whether the Final Plan be approved or signed by the Township Officials until costs due from the Developer are paid. Application Fees are not refundable if the Land Development Plans are considered received by the Planning Commission of Lower Milford Township as defined in the Lower Milford Township Subdivision and Land Development Ordinance.

APPLICATION FEE

- A. **SKETCH PLAN SUBMISSION (Optional):**
If a Sketch Plan is submitted, an application Fee of **\$100** shall be paid to the Township Office.
- B. **PRELIMINARY PLAN SUBMISSION:**
A Fee of **\$200** shall be paid to the Township Office for Preliminary Plan Application.
- C. **FINAL PLAN SUBMISSION:**
A Fee of **\$200** shall be paid to the Township Office for Final Plan Application.

SIGN FEES

Except as specifically exempted by the Zoning Ordinance, fees for signs are as follows:

1. A Zoning Permit is required in accordance with the foregoing fee schedule.
2. Signs 12 square feet or less will be charged a fee of **\$150** (includes plan review and two inspections).
3. Signs 12 square feet to 32 square feet will be charged a fee of **\$250** (includes plan review and three inspections).
4. Signs larger than 32 square feet shall be charged according to the Commercial Construction Building Permit & Inspection Fee Schedule.

ON-LOT SEWAGE FEES

The following fees shall be paid in connection with the approval of on-site sewage systems and the subsequent maintenance of malfunctioning systems:

(A) PERMITTING:	
Permit Application and Issuance - per lot or EDU	
Standard Systems	\$150.00
Alternate/Experimental Systems	290.00
Pre-application Site Inspection/Form	150.00
(B) INSPECTION:	
In-ground Bed/Trench	
Stakeout/Chisel Plow	105.00
Approval to Cover	105.00
Final Grading	105.00
Sand Mound	
Stakeout/Chisel Plow	105.00
Sand	105.00
Approval to Cover	105.00
Final Grading	105.00
Alternate/Experimental Systems	
per inspection	105.00
(C) SOIL TESTING*:	
Soil Profile Evaluations	\$105.00/Profile
(Applicant to provide excavation service)	
Percolation Testing	
Complete (6 hole test)	460.00/Test
Witnessing (testing by consultant)	250.00/Test
(D) PLANNING:	
Planning Module Review, Site Visits, Plan Reviews, Review Letters	\$75.00/Hr.
(E) PROFESSIONAL GEOLOGIST SERVICES	
Hydrogeology Report Reviews	\$95.00/Hr.
(F) ADMINISTRATIVE SERVICES :	
Testing/Permit Information, Enforcement, Year End Reports	\$55.00/Hr.

*Subdivisions and Land Developments require replacement area testing.

FLOODPLAIN ADMINISTRATION

A \$2,500 for Professional Service Agreement Escrow shall be deposited for the Township Engineer to review plans and applications as set forth in the Floodplain Ordinance, in accordance with the Engineer fees.*

Building Permit and Inspection fees shall follow the foregoing fee schedule in accordance with the proposed use.

*Should the escrow account fall below \$1,000 before completion of review, an additional \$1,000 shall be deposited.

WIRELESS COMMUNICATION FEES

1. Review of Building Permit Application and accompanying plans and data:
 - a. Billed at applicable hourly rate of \$87.00/hr
 - b. A deposit of \$2,500 for Professional Service Agreement Escrow is acquired (new and co-location on existing structures)
2. Inspections:
 - a. \$87.00/hr as needed according to plans
 - b. \$87.00/hr as needed for re-inspection
3. Building Permit Fees:
 - a. New tower and equipment structures, \$1,500 up to 1,000 square feet of disturbed area
 - b. \$50 each additional 100 square-foot increment, rounded up to the next full increment
 - c. Co-location on existing structure, \$500 (includes equipment structures)
4. Certificate of Occupancy, \$100.

TIMBER HARVEST

The following fees shall be charged in connection with Timber Harvest activities:

1. An application fee of \$100 will be charged
2. A review escrow of \$1,000 shall be deposited and includes one (1) post harvesting inspection. Fees to be charged in accordance with the current engineer fee schedule.
3. Applicant shall enter into a "Site Restoration Agreement" and deposit an escrow of \$2,500 as security for removal of all temporary erosion and sedimentation controls and general site restoration in accordance with the approved E & S Plan.
4. A Temporary driveway permit may be required (Township or State). Fees for township road driveway permits are charged in accordance with the foregoing fee schedule.

SOLICITATION FEES

A Solicitation permit is required at a fee of \$20.00

FIREWORKS DISPLAY

A permit shall be required for fireworks displays within the township at a fee of \$25.

MUNICIPAL ENGINEERING SERVICE FEES

Principal	\$112.00 per hour
Principal Surveyor	98.00 per hour
Senior Registered Engineer	98.00 per hour
Senior Project Engineer	79.00 per hour
Senior Project Engineer/Mtg. Rate	100.00 per hour
Senior Project Manager	79.00 per hour
Senior Project Manager/Mtg. Rate	100.00 per hour
Registered Landscape Architect	98.00 per hour
Project Engineer	72.00 per hour
Project Engineer/Mtg. Rate	97.00 per hour
Building Code Official	87.00 per hour
Project Manager	72.00 per hour
Project Manager/Mtg. Rate	97.00 per hour
Senior Designer	65.00 per hour
Designer	62.00 per hour
Draftsman I	49.00 per hour
Project Surveyor	56.00 per hour
Construction Observer/Inspector	62.00 per hour
Survey Crew (2-person crew)	111.00 per hour
Survey Crew (3-person crew)	149.00 per hour
Forensic Consultant	112.00 per hour
Forensic Engineer	134.00 per hour
Sewage Enforcement Officer	122.00 per hour
Field Test Technician	49.00 per hour
Project Geologist	79.00 per hour
Senior Registered Geologist	112.00 per hour
Clerical/Accounting	37.00 per hour
Forestry Plan Reviewer**	103.00 per hour**
Forestry Plan Review Clerical**	40.00 per hour**
Mileage	(IRS Standard Rate)

** These hourly rates are subject to an additional 10% administrative consultant mark-up

RECORDS REQUESTS/COPIES/ORDINANCES/MAPS

Fees for copies and/or **Township** records requests shall be paid in accordance with Resolution 2008-22.

Fees for copies and/or **Police Dept.** records requests shall be paid in accordance with Resolution 2008-23

Zoning Ordinance	\$25
Subdivision and Land Development Ordinance	\$10
All other ordinances	\$.25 per page per side
Large Zoning Map	\$6
Small Zoning Map	\$1

Items requiring outside reproduction will be charged as incurred by the Township.

ADDITIONAL ADMINISTRATION FEES

For all initial escrow deposits over \$2,000, funds will be placed in an interest bearing account and a **2%** administrative fee will be charged on all escrow disbursements excluding account balance refunds.

All initial escrow deposits \$2,000 and under will be non-interest bearing and will be maintained in a general township escrow account. A one (1) time administrative fee of \$5 will be deducted from the balance.

A return check fee will be charged on all returned checks in accordance with the Township's incurred charge.

NOTARY SERVICES

Notary services are available at the following fees:

Executing affidavits	\$5
Executing acknowledgments	\$5
Additional names	\$2
Executing certificates	\$5
Administering oaths	\$5
Executing verifications	\$5

ENACTED AS A RESOLUTION BY THE BOARD OF SUPERVISORS OF LOWER MILFORD TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA, THIS ____ DAY OF _____, 2012.

ATTEST:

LOWER MILFORD TOWNSHIP
BOARD OF SUPERVISORS

Township Secretary

Chairman

Vice-Chairman

Supervisor