

LOWER MILFORD TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION 2008-1

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the following fee schedule and submission criteria be adopted for calendar year 2008, effective upon adoption, unless superseded by a subsequent resolution or ordinance, and rescinding all other fee schedules in conflict with this resolution.

BUILDING/ZONING PERMIT AND INSPECTION

RESIDENTIAL CONSTRUCTION:

NEW SINGLE FAMILY DWELLING –includes plan review and inspections \$875.00

MODULAR/MANUFACTURED HOUSING, new SFD \$575.00

DECK PACKAGE \$255.00

RESIDENTIAL DWELLING ADDITIONS OR ALTERATIONS

Addition with full foundation (includes electric and plumbing) \$675.00

Addition without foundation \$585.00

Basement Alteration: with electric only \$250.00

with electric and plumbing \$350.00

Miscellaneous Mechanical or Electric \$200.00

Roofing Replacement (includes one inspection) \$ 75.00

DETACHED ACCESSORY BUILDING (exceeding 1000 sq. ft.)

Pole Building \$515.00

Garage/Shed \$400.00

With electric, additional \$150.00

SWIMMING POOL

Above Ground Pool \$200.00

In-Ground Pool \$750.00

COMMERCIAL CONSTRUCTION:

New Construction and Additions (permit only) \$1,510.00

Alterations/Miscellaneous (permit only) \$525.00

Plan Review (per hour) \$87.00

Inspection Services (per hour)	\$87.00
NEC Electrical Inspection (per hour)	\$87.00
Clerical(per hour)	\$37.00
Milage (based on current IRS)	

RE-INSPECTION FEE & PERMIT RENEWAL:

Residential (includes two inspections)	\$100.00
Commercial (per hour)	\$ 87.00
Permit Renewal upon 1 year expiration	\$ 87.00
Re-Review of Residential Plans (per hour)	\$100.00

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 ACCESSORY STRUCTURES LESS THAN 1,000 SQUARE FEET – ONLY A ZONING PERMIT IS REQUIRED

An additional \$0.25 will be charged per sq. ft. of living space in excess of 2500 sq. ft. for all new single family dwellings and dwelling additions.

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

ZONING PERMIT FEES

Review application and perform site inspection for Zoning compliance

Residential Use	\$ 25.00
Agricultural Use	\$ 25.00
Commercial Use	\$ 30.00
All Other Uses	\$ 30.00

EROSION & SEDIMENTATION CONTROL AND FINAL GRADING PLOT PLAN PERMIT

PRIOR TO OBTAINING A ZONING PERMIT for a lot development disturbing more than 1500 s.f., an Erosion & Sedimentation Control & Final Grading Plot Plan shall be submitted with the 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 Zoning Ordinance Section 470.
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 one (1) acre or greater, must submit and receive Lehigh County Conservation District Approval prior to issuance of a zoning 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.

NOTE: Over 5,000 s.f. of disturbance requires a separate Lehigh County Conservation District (LCCD) review and approval if current project was not reviewed by LCCD as a subdivision.

PERMIT FEES:

Residential (Plan review and (3) inspections	\$400.00
Commercial (Plan review and inspections)	\$ 68.00/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 **\$65** 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 fee of **\$65** 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.

ZONING HEARING APPEAL FEE

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 **\$450.00** will be charged for an appeal to the Zoning Hearing Board of Lower Milford Township.
2. Any Zoning Appeal which requires 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. A hearing for the Renewal of a Special Exception Temporary Dwelling for Parents, or for a Temporary Structure/Use shall be at a fee of **\$200.00**.

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 **\$2,000** 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, an Escrow Deposit of **\$7,000** shall be made.
(2) A Subdivision Plan of 10 or more lots shall make a deposit of **\$10,000**.
- B. When the balance in Escrow falls to **\$1,000** an additional **\$1,000** 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) An Escrow deposit of **\$3000** shall be made for development of 5 or less acres;
(2) **\$5,000** for over 5 acres.
- B. When the balance in Escrow falls to **\$500**, an additional **\$1000** 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 PERMIT FEES

Permits are required for business and advertising signs as follows:

- (1) One 16 square foot sign \$30.00
- (1) One 32 square foot sign \$40.00

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 \$140.00
 - Alternate/Experimental Systems 270.00
 - Minor Repairs (Tanks/Piping) 65.00
 - Verification of Prior Testing Inspection/Form 140.00

- (B) INSPECTION:
 - In-ground Bed/Trench
 - Stakeout; Excavation/Piping; Approval to Cover;
 - Final Grading (each) \$100.00/inspection

 - Sand Mound
 - Stakeout/Chisel Plow; Sand (sand mound systems only);
 - Tanks/Pump/Alarm; approval to Cover;
 - Final Grading (each) 100.00/inspection

 - Alternate/Experimental Systems (Per Inspection) 100.00

(C) SOIL TESTING* :	
Soil Profile Evaluations (Applicant to provide excavation service)	\$100.00/Profile
Percolation Testing	
Complete (6 hole test)	400.00/Test
Witnessing (6 hole test)	235.00/Test
(D) PLANNING:	
Planning Module Review, Site Visits, Review Letters	\$70.00/Hr.
(E) PROFESSIONAL GEOLOGIST SERVICES	\$85.00/Hr.
(F) ADMINISTRATIVE SERVICES :	
Administrative, Enforcement, Year End Reports	\$55.00/Hr.

*Subdivisions and Land Developments require replacement area testing.

FLOODPLAIN ADMINISTRATION

A \$1,500 escrow shall be deposited for the Township engineer to review plans and applications as set forth in the Floodplain Ordinance.*

Building Permit and Inspection fees shall follow the prescribed resolutions according to use.

* Should the escrow account fall below \$500 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
 - b. Escrow Deposit of \$1,000 required (new and co-location on existing structures)
(A 2% administrative fee will be charged on all escrow disbursements.)
2. Inspections:
 - a. \$68 each as needed according to plans
 - b. \$68 each required 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.

MUNICIPAL ENGINEERING SERVICE FEES

Principal	\$109.00 per hour
Principal Surveyor	95.00 per hour
Senior Registered Engineer	95.00 per hour
Senior Project Engineer	77.00 per hour
Senior Project Engineer/Mtg. Rate	97.00 per hour
Senior Project Manager	77.00 per hour
Senior Project Manager/Mtg. Rate	97.00 per hour
Construction Administration Chief	83.00 per hour
Registered Landscape Architect	95.00 per hour
Project Engineer	70.00 per hour
Project Engineer/Mtg. Rate	94.00 per hour
Project Manager	70.00 per hour
Project Manager/Mtg. Rate	94.00 per hour
Senior Designer	63.00 per hour
Designer	60.00 per hour
Draftsman I	48.00 per hour
Project Surveyor	54.00 per hour
Construction Observer	60.00 per hour
Survey Crew (2-person crew)	108.00 per hour
Survey Crew (3-person crew)	161.00 per hour
Forensic Consultant	106.00 per hour
Field Test Technician	48.00 per hour
Project Geologist	83.00 per hour
Field Geologist	63.00 per hour
Senior Registered Geologist	109.00 per hour
Clerical	36.00 per hour
Mileage	(IRS Standard Rate)

POLICE REPORT FEE

A fee of \$15.00 shall be paid for each request of a Police Report.

OPEN RECORDS POLICY AND FEES

REQUESTS: Public records will be available for inspection and copying at the Township Municipal Office during the hours of 8:00 am to 3:00 pm, Monday through Friday, with the exception of holidays.

Requests shall be made in writing on a form provided by the township and shall include the date of the request, the name and address of the requester, and a clear description of the record or document sought. All requests shall be directed to the Township Secretary at the Township Municipal Building, 7607 Chestnut Hill Church Road, Coopersburg, PA 18036.

FEES: Ordinances, resolutions, and records will be copied at \$.25 per page per side. Copies of records or documents requiring professional reproduction such as subdivision plans or other maps, will be charged the exact reproduction fee. The Zoning Ordinance and Subdivision and Land Development Ordinance are available for \$10 each. If "True and Correct Certification" is requested, an additional charge of \$2 will be added. The Township will require prepayment if the total fees are estimated to exceed \$100 or if the copies are to be mailed in which case postage will also be charged.

RESPONSE: The Township will make a good faith effort to provide the requested public records as promptly as feasible. Township employees shall cooperate with those requesting to review and/or duplicate original Township documents while taking reasonable measures to protect Township documents from the possibility of theft and/or modification.

The Township Secretary shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Township Secretary shall respond to all such requests in a manner consistent with Act 100 of 2002, the Open Records Law.

APPEALS PROCESS:

If a written request is denied or deemed denied, the requester may file exceptions with the Board of Supervisors within 15 business days of the mailing date of the Township's denial. The exceptions shall state grounds on which the requestor asserts that the record is a public record and shall address any grounds stated by the Township for denying the request.

The Board of Supervisors shall make a "final determination" on the exceptions within 30 days of the mailing date of the exceptions. The Board of Supervisors may hold a hearing on the issue during the 30 days. If the Board determines that the denial was correct, it must provide a written explanation to the requester.

The requester may appeal a final determination to the Court of Common Pleas or District Justice within 30 days of denial or final determination.

ADDITIONAL ADMINISTRATION FEES

For all escrow deposits, a **2%** administrative fee will be charged on all escrow disbursements excluding account balance refunds.

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

ENACTED AS A RESOLUTION OF THE TOWNSHIP OF LOWER MILFORD BY THE BOARD OF SUPERVISORS THIS _____ DAY OF JANUARY, 2008.

ATTEST:

LOWER MILFORD TOWNSHIP
BOARD OF SUPERVISORS

Township Secretary

Chairman

Vice-Chairman

Supervisor