

**East Penn Township**  
**Carbon County, Pennsylvania**  
 167 Municipal Road  
 Lehighon, PA 18235

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**RESOLUTION # 2025-06**

**2025 FEE SCHEDULES**

Rev. 11/2/21  
 Amend. 3/1/21  
 Amend. 4/1/22  
 Rev. 1/3/22  
 Rev. 1/6/25  
 Amend. 1/6/25

BE IT HEREBY RESOLVED this 6<sup>th</sup> day of January 2025 that we, the East Penn Township Board of Supervisors, hereby accept and adopt the following fee schedules.

**ALL FEES ARE DOUBLED IF PERMITS ARE ACQUIRED AFTER THE FACT**

**SECTION I – GENERAL GOVERNMENT**

Costs for all copying costs must be paid prior to their release. Prepayment required if fees are expected to exceed \$100.00.

|   |   |  |
|---|---|--|
| Copying / Printing Fee – Black & White  | 8.5” x 11”<br>8.5” x 14”<br>8.5” x 17”  | \$.25 per page side<br>\$.50 per page side<br>\$1.00 per page side |
| Copying / Printing Fee – Color, Specialized Documents, Non-Standardized Documents |   | Actual Cost  |
| Certified Copy – per Document   | * in addition to any copying charges  | \$15.00 *  |
| Returned Check Fee  | * plus any fees imposed upon the Township accounts by the Township depository | \$35.00 *  |
| Zoning Verification Letters   |   | \$75.00  |

**SALE OF DOCUMENTS**

|  |         |
|--|---------|
| SALDO – Subdivision / Land Development Ordinance       | \$30.00 |
| Stormwater Management Ordinance with Plates (drawings) | \$30.00 |
| Construction Standards                                 | \$30.00 |

|                            |         |
|----------------------------|---------|
| Zoning Ordinance with Map  | \$30.00 |
| Zoning Map only            | \$10.00 |
| Zoning Ordinance Book only | \$20.00 |

## SECTION II – PERMITS

|   |                                     |
|---|-------------------------------------|
| Moving Permit – In / Out / Within Township              | \$5.00                              |
| After-the-fact Permit                                   | \$10.00                             |
| Paving Permit– Driveway Abutting Township Road          | \$65.00                             |
| Peddler’s Permit – Application Fee                      | \$65.00                             |
| Plus - per Day  | + \$ 5.00                           |
| Plus – per Week   | + \$10.00                           |
| Plus – per Month  | + \$20.00                           |
| Plus – per Year   | + \$50.00                           |
| Road Occupancy Permit – Driveway Abutting Township Road | \$65.00                             |
| Renewal for Additional 12 Months – any permit           | \$125.00                            |
| Demolition Permit                                       | \$75.00                             |
| Sign Permit   | \$60.00 plus \$0.10<br>per sq. foot |

## SECTION III – SALDO – SUBDIVISION / LAND DEVELOPMENT

**Engineer & SEO fees charged according to their respective fee chart are additional to the following. Professional consultant fees as defined by the Pennsylvania Municipal Planning Code are charged at actual cost.**

### **FEES ARE IN ADDITION TO THE SALDO ESCROW ACCOUNT FEE**

|  |                                  |
|--|----------------------------------|
| Review of Sketch Plan                      | \$250.00                         |
| Minor Subdivision (2-3 lots)               |                                  |
| - Preliminary Plan                         | \$300.00 plus \$25.00 per lot *  |
| - Final Plan                               | \$300.00 plus \$25.00 per lot *  |
| - Lot Line Adjustment                      | \$300.00 plus \$25.00 per lot *  |
|  | * plus engineering fees          |
| Major Subdivision                          |                                  |
| - Preliminary Plan                         | \$850.00 plus \$25.00 per lot *  |
| - Final Plan                               | \$850.00 plus \$25.00 per lot *  |
|  | * plus engineering fees          |
| Commercial / Industrial Subdivision        |                                  |
| - Preliminary Plan                         | \$850.00 plus \$5.00 per sq. ft. |
| - Final Plan                               | \$850.00 plus \$5.00 per sq. ft. |
| Land Development – commercial / industrial |                                  |

|  |   |
|--|---|
| - Submission Fee<br>- Final Plan<br>- Review / Revision  | \$850.00 plus *<br>\$850.00 plus *<br>\$850.00 plus *<br>* plus \$25.00 per lot or building   |
| Stormwater Management Plan Review Fee  | Base fee of \$100.00 plus \$25.00 per lot plus an escrow account of \$1,000.00 to cover legal and engineering fees with any unused escrow fee refunded; excess costs would be charged |
| Revision Fee (Minor Subdivision)<br>(Major Subdivision)<br>Commercial / Industrial Subdivision<br>- Revision Fee | \$200.00 plus \$25.00 per lot<br>\$750.00 plus \$25.00 per lot<br>\$850.00 plus \$5.00 per sq. ft.  |
| Engineer Revision Fee  | Actual Cost   |
| Field Inspection   | Actual Cost   |
| Recreation – In Lieu of Fee – * per proposed dwelling unit<br>SALDO Sec. 3.205F                                  | \$550.00  |

## SALDO – SUBDIVISION / LAND DEVELOPMENT

### ESCROW ACCOUNT

**Applies on the Preliminary and Final Stage Levels**

**Balance of the escrow, if any, shall be refunded to the applicant if it has not been exhausted during the review process.**

**Escrow balance to be replenished when balance reduced to \$500.00**

| <b>SUBDIVISION / LOT LINE CHANGE – RESIDENTIAL</b>                                      |   |
|---|---|
| 0 – 10 lots or dwelling units   | \$500 plus \$225 per lot or dwelling unit |
| 11 – 50 lots or dwelling units  | \$500 plus \$200 per lot or dwelling unit |
| 51 – 100 lots or dwelling units   | \$500 plus \$175 per lot or dwelling unit |
| 101 or more lots or dwelling units  | \$500 plus \$150 per lot or dwelling unit |
| <b>LAND DEVELOPMENT / SUBDIVISION / LOT LINE CHANGE – NON-RESIDENTIAL OR MIXED USES</b> |   |
| 1 – 4.99 acres  | \$1000 plus \$250 per ½ acre              |
| 5 – 24.99 acres   | \$1000 plus \$225 per ½ acre              |

|                   |                              |
|-------------------|------------------------------|
| 25 – 49.99 acres  | \$1000 plus \$200 per ½ acre |
| 100 or more acres | \$1000 plus \$175 per ½ acre |

## SECTION IV – ZONING

**Engineer & SEO fees charged according to their respective fee chart are additional to the following. Professional consultant fees as defined by the Pennsylvania Municipal Planning Code are charged at actual cost.**

| <b>ZONING PERMITS</b>   |   |
|---|---|
| <b>RESIDENTIAL / FARM</b>   |   |
| New or Conversion Dwelling Unit                                     | \$400.00 per unit   |
| All Additions & Expansions (porch, patio, deck, etc.)               | \$60.00 plus \$.10 per sq. ft.                              |
| Accessory building (barn, out-building, storage shed, garage, etc.) | \$60.00 plus \$.10 per sq. ft.                              |
| Moving a Building   | \$60.00   |
| Change of Use   | \$60.00   |
| Pools – Stationary & Permanent                                      | \$60.00 plus \$.10 per sq. ft.                              |
| Temporary Permit  | \$60.00   |
| Temporary Residence   | \$100.00  |
| <b>COMMERCIAL * plus engineer fees (deposit may be required)</b>    |   |
| New or Conversion   | \$750.00 base plus \$.10 per sq. ft. floor or coverage area |
| Addition and Expansion  | \$450.00 base plus \$.10 per sq. ft. floor or coverage area |
| Accessory Building  | \$ 75.00  |
| Moving a Building   | \$ 75.00  |
| Change of Use   | \$ 75.00  |
| Temporary Permit  | \$ 755.00   |
| Temporary Use Permit  | \$150.00  |
| <b>INDUSTRIAL * plus engineer fees (deposit may be required)</b>    |   |
| New or Conversion   | \$750.00 base plus \$.10 per sq. ft. floor or coverage area |
| Addition and Expansion  | \$450.00 base plus \$.10 per sq. ft. floor or coverage area |
| Accessory Building  | \$ 75.00  |
| Moving a Building   | \$ 75.00  |
| Change of Use   | \$ 75.00  |
| Temporary Permit  | \$ 150.00   |
| Temporary Use Permit  | \$ 150.00   |
| Curative Amendment  | \$3,550.00 plus legal and                                   |

**VARIANCE AND SPECIAL EXCEPTION or CONDITIONAL USE**

**RESIDENTIAL / FARM USE** - \$1,800.00 base plus  
 (any unused portion is refundable after Admin. charges (Secretary PEMA/FEMA rate) and Zoning Officer admin. charges (\$60.00) are calculated)

|  |            |
|--|------------|
| For project valuation up to \$50,000.00  | \$ 250.00  |
| For project valuation greater than or equal to \$50,000.00 but less than \$100,000.00  | \$ 300.00  |
| For project valuation greater than or equal to \$100,000.00 but less than \$200,000.00 | \$ 400.00  |
| For project valuation greater than or equal to \$200,000.00 but less than \$400,000.00 | \$ 800.00  |
| For project valuation greater than or equal to \$400,000.00                            | \$1,600.00 |

**COMMERCIAL / FARM USE** - \$2,500.00 base plus  
 (any unused portion is refundable after Admin. charges (Secretary PEMA/FEMA rate) and Zoning Officer admin. charges (\$60.00) are calculated)

|  |            |
|--|------------|
| For project valuation up to \$50,000.00  | \$ 275.00  |
| For project valuation greater than or equal to \$50,000.00 but less than \$150,000.00  | \$ 450.00  |
| For project valuation greater than or equal to \$150,000.00 but less than \$450,000.00 | \$ 900.00  |
| For project valuation greater than or equal to \$450,000.00                            | \$1,800.00 |

**INDUSTRIAL USE** - \$3,500.00 base plus  
 (any unused portion is refundable after Admin. charges (Secretary PEMA/FEMA rate) and Zoning Officer admin. charges (\$60.00) are calculated)

|  |            |
|--|------------|
| For project valuation up to \$50,000.00  | \$ 450.00  |
| For project valuation greater than or equal to \$50,000.00 but less than \$150,000.00  | \$ 900.00  |
| For project valuation greater than or equal to \$150,000.00 but less than \$450,000.00 | \$1,800.00 |
| For project valuation greater than or equal to \$450,000.00                            | \$3,600.00 |

**Refundable portion of fee schedule will be used to pay reasonable fees with respect to the administration.**

**TEMPORARY USE PERMIT (SPECIAL EXCEPTION)**

|                 |                                  |
|-----------------|----------------------------------|
| Residential Use | \$1,800.00 plus ½ stenographer   |
| Commercial Use  | \$2,500.00 plus 1/2 stenographer |
| Industrial Use  | \$3,500.00 plus 1/2 stenographer |

**AUTHORIZATION FOR CHANGE OF A NON-CONFORMING USE (SPECIAL EXCEPTION)**

|                 |                                  |
|-----------------|----------------------------------|
| Residential Use | \$1,800.00 plus 1/2 stenographer |
| Commercial Use  | \$2,500.00 plus 1/2 stenographer |
| Industrial Use  | \$3,500.00 plus ½ stenographer   |

**APPEAL OF RULING ON DECISION OF THE ZONING OFFICER**

|                 |                                  |
|-----------------|----------------------------------|
| Residential Use | \$1,800.00 plus 1/2 stenographer |
| Commercial Use  | \$2,500.00 plus ½ stenographer   |

|                |                                |
|----------------|--------------------------------|
| Industrial Use | \$3,500.00 plus ½ stenographer |
|----------------|--------------------------------|

**SECTION V – UCC – UNIFORM CONSTRUCTION CODE**

|   |                                   |
|---|-----------------------------------|
| Building Code Official and UCC Inspector fees are as set by the appointed BCO and/or UCC Inspection Service |                                   |
| Building Permit Administrative Fee  | 25% of the Inspection Fee charged |
| UCC Joint Board of Appeals Application Fee  | \$3,000.00                        |

**SECTION VI – SEO – SEWAGE ENFORCEMENT OFFICER**

SEO fees set and charged by SEO and/or Alternate according to their respective fee schedules.

**SECTION VII- PLAYGROUND & COMMUNITY CENTER**

| <b>RENTAL OF FACILITIES</b>   |                            |
|---|----------------------------|
| Playground & Community Center: Checks, money orders, certified checks; no cash rental payments  |                            |
| Playground – Ashfield Playground - \$50 refundable clean up deposit required  | \$100.00                   |
| Community Center: * - Rates shown below -   |                            |
| Small functions (birthday parties, showers, etc.)<br>NO USE OF KITCHEN<br>*Flat fee of \$50 refundable clean up deposit is required<br>Rental time will include the time for set up and breakdown                                   | \$300 maximum of 4 hours * |
| Daily Rent of Community Center<br>Large functions. NO USE OF KITCHEN<br>*Flat fee of \$100 refundable clean up deposit required<br>Rental time will allow for opening at 9am the day of the event, the facility closes at midnight. | \$500.00                   |
| * Bartender fees in addition to above- Maximum 6 hours<br>Any event serving alcohol will require a Bartender to serve per our insurance liability. Any event over 75 patrons requires 2 Bartenders.                                 | \$80.00                    |

## SECTION VIII – SANITARY SEWER SYSTEM

|  |                   |
|--|-------------------|
| Quarterly User Charge – per EDU  | \$220.00          |
| Pro-Rated Daily User Charge  | \$2.42            |
| Late Fee – if Quarterly User Charge not paid within 45 day of Due Date –<br><u>Resolution 2019-08</u>    | \$10.00 per month |
| Hook-Up Fee – Single Residence – 1 EDU   | \$3,728.21        |
| Hook-Up Fee – Shared Lateral – each EDU  | \$2,806.71        |
| Hook-Up Fee – Single Residence - Paid on Installment – paid in 5 equal<br>quarterly payments of \$783.00 | \$3,915.00        |

## SECTION IX – MISCELLANEOUS ITEMS

|  |  |
|--|--|
| Field Inspection Fee – Residential / Commercial / Industrial | \$65.00 / hour or<br>rate billed by<br>engineer,<br>whichever is<br>higher |
| Appeals to Board of Supervisors                              | \$410.00 plus<br>stenographer fees   |
| Roadmaster Inspection- Roadcrew sign installation            | \$60.00  |

## SECTION X- PARKS /RECREATION

### Non-Commercial Fees / Permits:

- **Pavilion Rental (1-day)**
  - Resident - No Charge                      \$50 Cleanup Deposit
  - Non-Resident - \$50                      \$50 Cleanup Deposit
  
- **Field Rental (Activities / Weddings, etc.) \*Insurance required**
  - Resident - No Charge                      \$50 Cleanup Deposit
  - Non-Resident - \$50                      \$50 Cleanup Deposit
  - Multi-Days - As negotiated
  
- **Large Group Park Permit (entire park) \* Insurance required**  
(Uses such as LunkerFest / Wildlands Conservancy, etc.)
  - Resident - \$100                      \$100 Cleanup Deposit
  - Non-Resident - \$100                      \$100 Cleanup Deposit

### Commercial Use Permits: \* Insurance required

- **Minimum Use (Guides):**                      \$100 per year

➤ **Rafting / Kayaking / Tubing / Bicycling & Other Boating:**

(based on annual retrievals / launches per person or tube kayak rentals)

- Under 150 persons per year: \$ 250 per year
- 150 to 1,500 persons per year: \$1,500 per year
- Over 1,500: \$4,000 per year

**Commercial Food Vendors: \*Insurance required**

- \$25.00 per day – garbage to be taken by Vendor
- \$500.00 per year - \$400.00 garbage deposit required

**In addition**, any permittee using Riverview Boat Launch shall pay \$400 per year trash fee. This does not include cardboard. For each occurrence of permittee leaving cardboard at park, an additional fee of \$100 shall be billed and due within ten days. Failure to pay same within 30 days shall result in the automatic revocation of permit and no further use shall be allowed.

- This fee schedule shall continue until changed by the Supervisors.

\* These fees shall be for use of Marvin Gardens area only. Use of Boat launch shall be in sole discretion of Park Commission when reviewing impact on non-commercial users. In event approved the permit fee is double. The Park Commission may also terminate same any time in event enters into an exclusive concession contract for the Riverview Boat Launch.

# 2025 FEE SCHEDULES

## OF



# **Professional Appointments**

- ✓ **Township Solicitor(s)**
- ✓ **Township Engineer**
- ✓ **Sewer Project Engineer**
- ✓ **Plumbing Inspector**
- ✓ **Zoning Officer / Alternate**
- ✓ **Building Code Official**
- ✓ **UCC Inspection Services**
- ✓ **SEO**
- ✓ **SEO – Alternate**
- ✓ **Stenographer**

## **FEE SCHEDULES**

### **RESOLUTION # 2025-06**

BE IT HEREBY RESOLVED THIS 6<sup>th</sup> day of January 2025,

the EAST PENN TOWNSHIP BOARD OF SUPERVISORS

hereby accept and adopt the attached fee

schedules.

PASSED AND ADOPTED THIS 6<sup>th</sup> day of January 2025.

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
TOWNSHIP SECRETARY

sent